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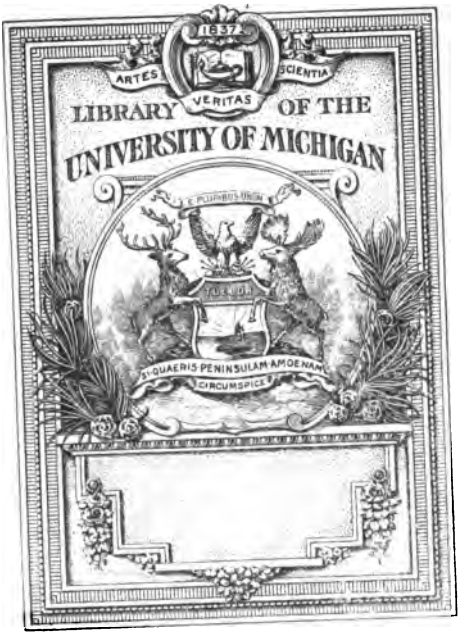
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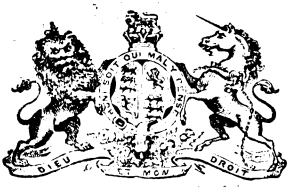

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1887.

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MANUAL

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FREDERICTON.
PRINTED FOR THE BOARD OF EDUCATION BY ELLIS, ROBERTSON & CO.
1887.

PROVINCE OF NEW BRUNSWICK.

EDUCATION OFFICE,

FREDERICTON, November 1st, 1887.

THE BOARD OF EDUCATION has directed the publication in this form of the Chapter of the Consolidated Statutes relating to SCHOOLS, and the Acts in amendment thereof, for the information of Boards of Trustees, Teachers, and the public generally. The revised REGULATIONS of the Board of Education are appended.

The School Service is to be conducted agreeably to the provisions of the Law and Regulations herein published.

By order of the Board of Education.

WILLIAM CROCKET,
Chief Supt. Education.

SCHOOLS.

CHAPTER 65 OF THE CONSOLIDATED STATUTES.

1. The following terms shall in this Chapter mean as herein defined, unless there is something in the context repugnant thereto:—

"Schools" shall mean all Schools established under this Chapter, or "The Common Schools Act, 1871," or any amendment thereof:

"District," that portion of territory into which the Province shall be divided for local School government:

"Border District," a District embracing portions of two or more Counties:

"Ratepayer," any person rated in the Parish Assessment List, in respect of real or personal property or income.

2. The Governor in Council shall appoint a Chief Superintendent of Education at a salary of sixteen hundred dollars per annum, payable quarterly, besides travelling expenses, charges and contingencies of office, and a Clerk or Assistant, at a salary of twelve hundred dollars per annum, payable quarterly.

3. The Governor in Council may issue Warrants in the ordinary manner, for the payment of the several allowances, salaries and services provided for hereby.

BOARD OF EDUCATION.

4. The Governor, the Members of the Executive Council, the President of the University of New Brunswick, and the Chief Superintendent of Education, shall constitute a Board of Education; the Governor, with three Members of the Executive Council, and the Chief Superintendent, who shall act as Secretary, shall constitute a quorum.

5. The Board of Education shall have power—

(1) To provide for the establishment and efficient working of a Normal School with Model departments; to appoint a Principal at a salary of twelve hundred dollars per annum, payable quarterly, who shall, with the approval of the Board, appoint such Assistants as may be found necessary; and to make such allowance for the

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travelling expenses of student-teachers attending the School as shall be deemed proper, not exceeding twenty-four dollars.

(2) To revise and enlarge the Inspectoral Districts* and to appoint qualified Inspectors for the same, not exceeding six in number, to prescribe their duties, to determine the salary of each Inspector, not exceeding for salary, travelling expenses, and contingencies of office, the sum of twelve hundred dollars.

(3) To divide the Province into School Districts, and from time to time create new Districts, or alter boundaries, having due regard to the number of children, and the ability of each District to support one or more efficient schools: towns, villages, and populous localities, having a community of interests shall, as far as practicable, form a single District, and no District shall contain less than fifty resident children between the ages of five and sixteen years, unless the area of such District shall contain four square miles; and in the erection of Districts the Board may obtain such assistance as may be found necessary:

(4) To make regulations for the organization, government and discipline of Schools, for the arrangement and order of School premises, and for the classification of Schools and Teachers, to appoint examiners of Teachers, and to grant and cancel Licenses:

(5) To prescribe text books and apparatus for the use of Schools, books for School Libraries, plans for the construction and furnishing of School Houses, and courses or standards of instruction and study for Schools:

(6) To determine all appeals from the decisions of Inspectors, and make such orders thereon as may be required:

(7) To prepare and publish Regulations under which moneys may be drawn and expended:

(8) To make such Regulations as may be necessary to carry into effect this Chapter, and generally to provide for any exigencies that may arise under its operation.

6. Whenever the Board of Education shall unite two or more Districts, or divide or otherwise alter any District, it shall have power from time to time to make such order or orders as it may deem proper respecting the continuance and constitution of the Board of School Trustees, removing as it may deem proper any Trustee or Trustees, and appointing other or others in his or their place, and respecting the rights, property and liabilities of the Districts affected by such union, alteration, or division, and to re-

* Sec. 47 Vic., cap. xii, 1884.

lieve, if it shall see fit, any person in whole or in part from assessments made and ordered in such year previous to such division or alteration, and which may remain uncollected, and generally to order and direct all things which may become necessary to give effect to such union, alteration, or division.

7. When in any division* or alteration of a School District heretofore made, or which shall be hereafter made, under the authority of Sec. 5,† Chapter 65, Consolidated Statutes, the Board of Education shall have made or shall hereafter make an order respecting the liabilities of one or more of the Districts affected by such division or alteration to the other, the Board of School Trustees of the latter District may maintain an action at law upon such order of the Board of Education against the District or Districts by such order made liable to the other for the amount in such order stated.

8. The Board of Education shall have power to attach to a District as part thereof, any body of dyked marsh or river island wherever situate, which may belong to parties resident in such District.

CHIEF SUPERINTENDENT.

9. It shall be the duty of the Chief Superintendent of Education, and he is hereby empowered —

(1) To have, subject to the Board of Education, the supervision and direction of the Inspectors and Schools:

(2) To enforce the provisions of this Chapter, and the regulations and decisions of the Board of Education:

(3) To apportion the County School Fund in accordance with the provisions of this Chapter, withholding the same, and all Provincial aid, from Districts presenting a false or insufficient return, and dealing with forfeited balances as directed by the Board of Education:

(4) To furnish the Inspector with the numbers and boundaries of the Districts within the respective Counties, and from time to time, as new Districts are created, or boundaries altered, to furnish such new boundaries; and the certificate of the Inspector shall be evidence of such boundaries:

(5) To cause copies of this Chapter, with Regulations of the Board of Education, together with all necessary forms and instructions, to be published and furnished gratuitously to Inspectors, Trustees, and Teachers:

(6) To prepare annually a Report upon the Schools subject to his supervision, accompanied with full statistical tables and detailed

* 47 Vic., cap. xii, 1884. † Section 6 of this Manual.

accounts of the expenditures of the moneys appropriated under this Chapter, and offer suggestions on educational subjects; which Report shall be laid before the Legislature within ten days after the opening of the next succeeding Session thereof.

10. It shall be the duty of each of the Inspectors, and he is hereby empowered—

(1) To visit each School within his Inspectoral District; to examine the Schools and School Houses and premises; to inspect the School Register, and generally to ascertain if the provisions of the School Law are there carried out and obeyed, and to transmit to the Chief Superintendent a report of such inspection as often as the same may be required by the Board of Education:

(2) To furnish Trustees and Teachers with such information as they may require respecting the operation of this Chapter and the performance of their duties, and to advise with the Teachers in all that may tend to promote their efficiency and the character and usefulness of their Schools:

(3) To aid the Chief Superintendent in carrying out a uniform system of Education, and generally in giving effect to this Chapter and the Regulations of the Board of Education:

(4) To appoint a Trustee or Trustees of Schools in cases hereinafter provided, and to investigate and determine upon complaints respecting the election of Trustees; and appoint an Auditor whenever the annual meeting, or a meeting at which Trustees have been elected, has failed to do so, or when the Auditor appointed dies or refuses or becomes incapable of acting or has permanently left the District:

(5) To determine and report to the Chief Superintendent the Districts, in his opinion, entitled during the following year to special aid as poor Districts, with the grounds of such opinion.

MODE OF SUPPORT.

11. The salaries of Teachers shall be provided for from the three following sources, viz.:—Firstly, the Provincial Treasury; secondly, the County School Fund; thirdly, District Assessment: All other items of fixed or current expenditure shall be provided for by District or Local Assessment; and the purchase of School Houses and lands, and erection of School buildings, may be provided for by loan, extending over a period not exceeding seven years.

PROVINCIAL AID.

12. Legally qualified Teachers employed in Schools supported and conducted in conformity with Chapter 65 of the Consolidated Statutes * shall receive from the Provincial Treasury according to the following rates for the School year: Male Teachers of the first class, one hundred and thirty-five dollars; of the second class, one hundred and eight dollars; of the third class, eighty-one dollars. Female Teachers of the first class, one hundred dollars; of the second class, eighty-one dollars; of the third class, sixty-three dollars. Assistant Teachers, if provided with a class-room separate from the school-room, but within the same building, and regularly employed at least four hours each day, shall receive one-half of the foregoing sums according to the class of license; one-half the amounts named shall be paid half-yearly or ratably, according to the time the Teachers or Assistants shall have satisfactorily taught in Schools as aforesaid within the School year.

COUNTY ASSESSMENT IN AID OF SCHOOLS.

13. The County Secretary in each County shall annually, at or about the time when the assessment for ordinary County and Parish rates is usually ordered, but so as that in fact the assessment herein directed may be made up, assessed and levied at the same time as other County and Parish rates (if any) are made up, assessed, and levied, determine upon a sum which shall be sufficient to yield an amount equal to thirty cents for every inhabitant of the County, according to the last preceding census, together with an amount not exceeding ten per cent. for probable loss and expenses of disbursing, and shall apportion such gross sum amongst the several Parishes, Cities, and Towns, in the same proportion as other County rates were next preceding the issuing of the warrant, as hereinafter mentioned, apportioned or assessed, or ordered to be apportioned or assessed, upon and amongst the several Parishes, Cities, and Towns, as nearly as the County Secretary may be able to get at such apportionment, or in the want of any such previous apportionment, then according to what the County Secretary may deem to be the relative valuation, for taxable purposes, of the real and personal property and income of the several Parishes, Cities, and Towns; and the County Secretary shall forthwith, in the like manner as if the same had been ordered by the County Council, and either by warrant in form (A) hereunto appended, or by including the same in any warrant issued

* Sec. 47 Vic., cap. xii, 1884.

for other County or Parish purposes to the Assessors of such Parish, City, or Town, specifying therein that the same is for a County School rate, order and direct the Assessors of rates of the several Parishes, Cities, and Towns, to assess and levy the amount so apportioned upon the several Parishes, Cities, and Towns, respectively, together with expenses of assessing and collecting; and the amount so ordered shall be assessed, levied and collected in the same manner as if it had been by the County Council ordered to be assessed, levied and collected for ordinary County purposes: except where provision is in any City or Town otherwise made for the expense of assessing and collecting, a sum not exceeding, for assessing, two and one-half per cent., and for collecting, five per cent., shall be included in the warrant, if such warrant shall be transmitted to the Assessors in time to be proceeded upon at the same time as other rates (if any), but if not, or if there be no such other rate, then not exceeding, for assessing, five per cent., and for collecting, ten per cent.

14. The County Secretary shall, upon issuing the warrants as aforesaid, notify the Chief Superintendent of Education of the amount so ordered to be assessed and levied as a County School rate upon the entire County, exclusive of the expenses of assessing and collecting; and the County Treasurer shall notify the Chief Superintendent of Education of the amount received by him on such warrants, exclusive of the expenses of assessing and collecting; such amount shall be held by the County Treasurer as a County School Fund, and shall be paid out upon the order of the Chief Superintendent of Education, and not otherwise, except as herein directed; and the County Treasurer shall, for receiving and disbursing such County School Fund, be entitled to receive one per cent. on the amount thereof.

15. The Chief Superintendent shall apportion one-half of such amount at the close of each half year to the Trustees of Schools conducted in accordance with this Chapter and the Regulations of the Board of Education, to be applied towards the payment of the Teachers' salaries, and in the following manner: — There shall be allowed to the Trustees of each District, in respect of each qualified Teacher, exclusive of Assistants, by them employed, the sum of thirty dollars per year, and the balance of such amount shall be apportioned to the Trustees according to the average number of pupils in attendance at each School, as compared with the whole average number of pupils attending the Schools of the County, and the length of time in operation; one-half the sum assessed as a County rate in

the several Counties for the support of Schools shall be advanced from the Provincial Treasury at the close of the Winter Term, to be refunded in October following, after the first day of which month interest on such advance will be charged against the County.

16. In addition to any other security required to be given by the County Treasurer, he shall be required by the County Council at the time of his appointment, or by the Warden, in case the same shall have been neglected, to give a bond to the Queen, with two sureties, being freeholders of the County, to be approved by the County Council or Warden, as the case may be, in the probable amount of the sum to be raised upon the entire County for County School purposes, for the faithful discharge of the duties of his office; which Bond shall be lodged with the Registrar of Deeds, and shall, although in terms for one year, unless cancelled or another Bond be taken, remain a continuing security so long as the County Treasurer shall remain in office.

17. The amount for which a County Treasurer is required to give bonds under the last preceding Section shall in no case exceed eight thousand dollars.

18. The County Treasurer shall, if directed by the Governor in Council, pay all orders drawn upon him by the Chief Superintendent of Education on account of County School Fund, out of the first or any moneys belonging to the County or Parish which may come to his hands, excepting moneys (if any) assessed and on hand for redemption of Debentures issued by the County or Parish, or for payment of interest thereon, and shall recoup such money out of any funds subsequently paid to him on account of the County School Rate.

19. The Warden of the Municipality of York, and the Mayor of the City of Fredericton, shall, annually, on or before the first day of January in every year, determine upon a sum which shall be sufficient to yield an amount equal to thirty cents for every inhabitant of the County as aforesaid, together with the allowance as aforesaid for probable loss and disbursing, and determine how much of such sum shall be raised by the Municipality and City respectively, determining the same as nearly as may be according to what may be considered the relative valuation of the real and personal property liable to be rated in the Municipality and City respectively; and the said Warden shall forthwith certify to the Secretary-Treasurer of York the amount to be raised upon the Municipality; and the said Mayor shall forthwith certify to the City Council of Fredericton the amount to be raised

upon the City of Fredericton; and the Secretary-Treasurer shall in the manner provided by the fourteenth Section* cause the amount so certified to him to be apportioned, assessed and levied upon the several Parishes in the Municipality; and the City Council of Fredericton shall, at the time and in the manner of ordering other City rates, order the assessing and levying of the amount so certified to it, and the same shall be assessed, levied and collected as other City rates; and such amount when collected shall forthwith be paid by the City Treasurer to the Secretary-Treasurer: the Secretary-Treasurer shall receive, hold, and pay out the moneys so collected and paid into his hands, whether raised in the Municipality of York or in the City of Fredericton, in the same manner as provided in the fifteenth Section.

20. If the Warden and the Mayor are not able to agree upon such apportionment at or before the date or dates aforesaid, it shall be lawful for the Governor in Council to determine and certify the same to the Secretary-Treasurer and City Council, and the like proceedings shall be had as if the same had been determined as by the preceding Section provided.

21. If for any reason in any County no warrant should be issued for the assessing and levying of a County School Fund as aforesaid prior to the first day of May in any year, or if any warrant so issued, or any assessment thereon, should, in the opinion of the Lieutenant Governor in Council, be defective, or be quashed, set aside, or adjudged defective, or if a writ of certiorari should be granted to remove any such warrant, or the assessment and proceedings thereon, into the Supreme Court for the purpose of quashing or setting aside the same, it shall be lawful for the Lieutenant Governor in Council in any of such cases, to direct the County Secretary to issue a new warrant, and the like proceedings shall be had and taken thereon as if the same were regularly issued; and upon the issuing of such warrant, all proceedings for the assessing, levying and collecting upon or in respect of such former assessment shall be discontinued and abandoned; and any amount paid on such first assessment shall be considered a payment on such latter rate *pro tanto;* any excess being repaid, and any deficiency collected in the same manner as other rates.

22. All amounts prior to the 14th day of April, 1873, by the Sessions or Clerk of the Peace directed to be assessed and levied as a County School rate, shall be taken to have been correctly ordered, assessed, and levied, unless the total of such amounts ordered to be

* Sec. 13 of this Manual.

assessed and levied in any County exceeds by more than twenty-six per cent. the amount of thirty cents per head upon the population of the County.

DISTRICT ASSESSMENT.

23. Any sum required by any District in further payment of Teachers' salaries, over and above the sums provided by the Province and County, and any sum required for other School purposes during the year, including, without limitation by reason of such particularity, the purchase or improvement of School grounds, the purchase, erection, repair, furnishing, rent, care, and insurance of School houses and outbuildings, the purchase of fuel, light, prescribed maps, apparatus and books (for the use of indigent pupils), the payment of interest accruing during the year on money that has been borrowed, or that may be borrowed, any indebtedness on account of such objects previously incurred, contingencies, and unforseen expenses, and personal expenses incurred by the Trustees in the execution of the trust when sanctioned in writing by the Inspector, together with any other expenses required for providing and maintaining an efficient School or Schools, may be determined upon by the School District at a meeting having power to vote money; and any amount so determined upon shall, whether or not the several purposes be specified, be assessed and levied as follows:—Every male person (except he be a clergyman) between the age of twenty-one years and the age of sixty years, having resided in such District for the period of one month next before the making out of the District assessment, as hereinafter provided, shall be assessed, and shall pay the sum of one dollar as a poll tax, but not more than one such poll tax shall be assessed in a year; the balance of the sum authorized to be raised shall be assessed and levied, in respect of real and personal property and income, according to the following provisions:—

(1) Residents of the District shall be rated and assessed in such District in respect of their real and personal property and income, ratable for Parish purposes:

(2) Non-residents of the Parish owning real property in any District in the Parish shall, in respect of such property, be rated and assessed in the District in which it lies:

(3) Corporations and Companies (except Railway Companies exempted by law), Firms where any of the partners reside without the Parish, persons liable to be rated in a special capacity as trustees, executors, &c., and persons non-resident in the Parish, but liable to

be rated as inhabitants by reason of carrying on business therein, shall in respect of personal property and income (as the case may be), be liable to be rated and assessed in the District in which their chief works and business lie, or in which the trustee, executor, &c. resides (as the case may be); and shall, in respect of real property, be rated and assessed in the District in which the real property is situated: The Company or Corporation may be rated as such, or in the name of the President, Manager, or Agent; and the Firm shall be rated in the name of the Firm; and the rates shall be collected from such officers (for the time being) or from any member of the Firm, as if they had been rated on their own account.

24. It shall be the duty of the Assessors of Rates, upon receiving any warrant for the assessing of any County, County School or Parish rate, to call upon the Trustees of every District, which, in whole or in part, lies within the Parish, for a copy of the boundaries of the District, and for the names of all non-residents of the Parish who own real estate in such District, and of all Corporations, Firms, as aforesaid, and persons not being residents, liable as aforesaid to be rated in respect of real property in the District, together with the nature of such property; which statement of names and property, and copy of boundaries, it shall be the duty of the Trustees forthwith to give.

25. The Trustees may also at the same time furnish the Assessors with a list of the names of all other persons liable to be rated for School purposes in such District, and a statement of their ratable property.

26. It shall be the duty of the Assessors of rates in making up their general assessment list for any County, County School or Parish rate, to specify clearly therein, or on a separate paper or papers filed with such list, the School District or School Districts in which the real estate of each non-resident of the Parish assessed by them on real estate is situated, and also the valuation thereof in each such District, and also the District or Districts in which the real estate of each Corporation, Company, Firm, as aforesaid, or other persons referred to in sub-section three of Section twenty-four,* is situated, and also the valuation thereof in each such District so as to enable the County Secretary (when called upon by the Trustees of any District) to place upon the list of names furnished him by them the correct taxable valuation of the real estate in such District, owned by any non-resident of the Parish, Corporation, Company, Firm, as aforesaid, or other person above referred to.

* Section 23 of this Manual.

27. When a Parish contains an incorporated Town, the limits of which are not co-extensive with those of the Parish, such Parish outside of the incorporated Town and the incorporated Town shall be deemed to be separate Parishes for the purposes of District Assessment under this Chapter; and real estate situate in that portion of the Parish outside the limits of the incorporated Town, and belonging to a resident of the Town, shall be liable to a District School Assessment in the several Districts of the Parish in which it is situate, in the same manner as if it belonged to a non-resident of the Parish, and shall not be liable to be rated for School purposes in the said incorporated Town; and the like, *mutatis mutandis*, shall be the case with respect to real estate situate within the limits of the incorporated Town and owned by a person residing within the Parish outside the Town. And for the purposes of carrying out the provisions hereof, it shall be the duty of the Assessors of Rates, in making up the Assessment lists, to proceed with reference to property so as above owned, in the manner provided by the last preceding Section in the case of real estate owned by non-residents of the Parish.

28. If the Assessors fail to specify the situation and value of such real estate, or if they fail to rate the real or personal property or income, as the case may be, of any of the persons whose names shall have been furnished to them as aforesaid, the County Secretary shall, upon the request of any of the Trustees, or Secretary of Trustees, require the Assessors for the time being to correct, amend, or add to such lists; but any names so added shall be considered to be added solely for the purposes of District assessment.

29. A failure or neglect of the Assessors to obey the requirements of the County Secretary under this Chapter, or to make the request upon the several Trustees, as in Section twenty-five,* shall be deemed a neglect of duty, and shall render the Assessors jointly, or any two of them who may have been in fault, liable to the penalty imposed upon an Assessor for neglect of duty under Chapter one hundred relating to "Rates and Taxes."

30. Any non-resident of a Parish, Corporation, Company, Firm as aforesaid, or other person as aforesaid, owning real estate in two or more Districts in a Parish, liable as aforesaid to be separately rated in each District, may, within the like time provided by law for furnishing a statement on oath of the value of his or their property, furnish the Assessors with a statement on oath, in writing, of the

* Section 24 of this Manual.

relative value of his or their real estate in the several Districts, as, for instance, that his or their real property in District number one, is one-fourth (*or as the case may be*) in value of his or their entire real estate in such Parish; and the real estate in such District shall be rated accordingly.

31. In case at the time that the Trustees of any District furnish the County Secretary with the lists, as hereinafter provided, it should be made to appear to the satisfaction of the County Secretary that an inhabitant of the Parish owns real estate in the said District, and that no assessment for School purposes has been ordered or made in the District in which such inhabitant resides, although four months have elapsed since the annual meeting, the County Secretary shall require the Assessors to make and return a valuation of the real estate of such person situate in the first mentioned District, which the Assessors, having first given notice to such person, shall do; and the County Secretary shall from such return determine the taxable valuation of such property, and place it upon the aforesaid list for the purpose of District assessment; and if there should subsequently in such year be an assessment in the School District of the said inhabitant, such amount of taxable valuation shall be deducted from the taxable valuation of such inhabitant for School purposes in his own District in such year.

32. In case the Assessors having been served by the Trustees of any District with a copy of the Boundaries of the District, and with the names of persons liable to be rated therein, and statement of the nature of the property, do not rate such persons, or separately value such property, they shall be liable to a penalty of four dollars in respect of each omission, to be recovered in the name of the Trustees for the use of the District, before any Justice of the Peace: The penalties for any number of omissions not exceeding ten may be recovered together; and the certificate of the County Secretary that any person is not rated, or that any property of a non-resident of the Parish is not specifically rated in a certain District, shall be sufficient evidence of such non-rating; but in any such proceedings it shall be sufficient answer in respect of any penalty, that the person in regard to whom the omission is alleged was not liable to be rated for the support of the Schools of such District, or that the Assessors previous to making up the Assessment list requested the Trustees or their Secretary to point out such property, and that they failed to do so.

33. Where any dyked marsh or river island property is attached to a District, the Trustees of such District or the owner thereof may,

previous to the making up of the Parish assessment list, call upon the Assessors of the Parish in which such marsh or island property is situate, to separately value each property as belonging to such District, in the same manner as provided in the case of non-residents of the Parish; and the provisions of Section twenty-nine,* with respect to securing the valuation of the same in case of failure, shall apply to the matters referred to in this section: The owner of such marsh or island property shall be assessed in respect thereof for School purposes, in the District in which he resides, in the same manner as if such property were situate in the Parish in which he resides.

34. Persons unable to pay, or the parents of deaf and dumb children, or persons resident more than two miles from the School house in the District where they reside, or on islands too sparsely populated to maintain a School, and too distant from the main land to permit children to attend School thereon, may be by the Trustees exempted either in whole or in part from the District rate, and the Trustees shall return to the annual School meeting a list of such exemptions.

35. The Inspector may in writing require the Trustees of any District, to exempt from District rates, in whole or or in part, any person residing more than two miles from the School house, and who may have children between five and twenty years of age, or who may have as an inmate of his household any child between such years who actually attends a School and who is not an inmate of his household temporarily with a view to such attendance, and the Trustees shall in either of such cases exempt such person accordingly.

36. School rates may be collected at any time after they shall have been imposed.

37. Any irregularity or defect in substance or form in the Parish assessment list shall not affect the validity of any District assessment founded thereon.

38. If any errors in the preparation of the list submitted to the County Secretary, or in the Assessment made thereon, be made, the Trustees may at any time before a subsequent rating correct such error.

39. Every District assessment made or to be made shall be legal, if the aggregate amount thereof shall not exceed the amount ordered to be assessed more than ten per cent.

* Sec. 28 of this Manual.

40. In reference to any island property in the River Saint John, in the Parishes of Douglas or Kingsclear, attached to or included within the bounds of any District, and the owner of which may reside in any Parish in the Province other than in the Parish of Kingsclear, Douglas, or Bright, such non-resident owner shall be liable to be assessed for District purposes on such island land in the District to which such land is attached or in which such land is situate; and the School Trustees of any District in which such island property is attached, or in which it is situate, may in writing call upon the Assessors of the Parish in which such land is situate to value such property, which it shall be the duty of the Assessors forthwith to do, making return thereof to the County Secretary, and the School Trustees shall and they are hereby authorized to assess the owner of such property at such value so returned as a non-resident of the District.

41. If relief be granted by the proper authority for reducing Parish rates to any person by reason of his having been over-rated by the Assessors of Rates, he shall, on request made upon the Trustees, and on producing a certificate from the County Secretary, be entitled to have his District assessment rectified in accordance therewith, and such excess shall not be collected, or if collected, shall be credited on his rate for the next year, or shall be recoverable in action of debt against the Board of School Trustees.

42. All sums ordered to be raised in a District may be brought together, and be assessed and levied in a single column, without distinguishing between the several purposes for which the same may have been voted, in case they were separately voted, and for no purpose of assessing or collecting need they be regarded as separate or several sums.

43. Whenever an assessment made by the Trustees of a District is quashed, annulled, or set aside, the Trustees shall forthwith cause a new assessment to be made and collected in the same manner as if the assessment were newly ordered, and any payment made by any ratepayer upon the former assessment, shall go in discharge of his rates under the new assessment, *pro tanto;* any excess of payment being repaid him, and he being liable for any deficiency.

44. Whenever the Trustees of any District are unable to discharge the duties devolved upon them by Section seventy-four,* through failure of the School meeting to provide the necessary means, the Trustees may make an estimate of the amount required during the year in the discharge of their duties, including the means necessary

* Sec. 73 of this Manual.

to meet liabilities arising from any contract or agreement theretofore made, and to provide suitable School accommodation; and shall transmit such estimate to the Inspector, together with a list of all the residents of the District liable to a poll tax for Schools, so far as they shall be able to make such list, and a list duly certified by the County Secretary, of the amount of the taxable valuation of the property and income liable to be assessed in the District, and on receipt of the same, the Inspector shall report thereon to the Chief Superintendent, for the information of the Board of Education, who shall authorize the Trustees to levy and collect the amount of their estimate, or so much thereof as the Board shall deem proper, and such amount may be assessed and levied as if it had been authorized by the School meeting.

45. In cases where the estimate of the Trustees submitted to the Board of Education under the provisions of the next preceding Section, shall include objects for which money may be borrowed under the provisions of sub-section three of Section seventy-three,* the Board of Education shall have power to grant authority to the Trustees to borrow money for such objects, under the provisions cited, as fully as the School meeting.

AID TO POOR DISTRICTS.

46. Each Inspector shall, as directed by the Board of Education, determine and report to the Chief Superintendent what School Districts under his supervision may be entitled during the ensuing year to special aid as poor Districts, and the Chief Superintendent may allow to the Schools in such Districts such amount, not exceeding one-third more on the classification of the Teachers of such Schools, from the Provincial Treasury, and one-third more per pupil from the County School Fund, than the allowance to other School Districts sharing such funds, as in his discretion may seem proper, taking into consideration the position and circumstances of such District. The fixed sum to be paid out of the County School Fund in respect of each Teacher, to Schools returned as Poor Schools, shall be forty dollars.

THE SCHOOL DISTRICT.

47. The School District shall have power to elect Trustees and an Auditor, and to determine upon all questions of local or District support of Schools in conformity with this Chapter; but no person

* Sec. 72 of this Manual.

shall act as Auditor of any Accounts of the year in which he may have been a Trustee.

48. An annual School meeting shall be held in every District on the second Thursday in October in each year, at ten o'clock in the forenoon; and such meeting, if the first to be held in any District, shall be held at a place in the District to be named by the Inspector, by notice posted at least six days previously in two of the most public places in the District.

49. Subsequent annual meetings shall be held in the School house if convenient, or in such place as the Trustees of the District may decide upon, who shall give notification of the same as above; but in case of want of proper parties, or of neglect, the Inspector may, by similar notification, determine the time and place of meeting.

50. In all meetings, one of the Trustees or the Secretary of the Trustees, or a person so authorized in writing by the Trustees or by the Inspector, shall call the meeting to order, and act as temporary Chairman until the election of a Chairman as provided by Section fifty-three;* and in the election of Chairman none but qualified voters shall vote; and the Chairman shall himself be a qualified voter, and shall have but one vote, and that in case of a tie.

51. No person shall be entitled to vote at any School meeting on any question whatsoever, unless he shall be a ratepayer, either resident in the District or non-resident in the Parish and owning property in the District, such ratepayers to be hereinafter designated as ratepayers of the District, and unless he shall have paid all District School rates imposed upon him for the then preceding year in case any shall have been imposed.

52. At all meetings the majority of ratepayers of the District present shall elect from their number a Chairman to preside over the meeting, who shall decide all questions of order and shall take the votes of qualified voters only, deciding according to the majority of votes, and shall give a casting vote in case of an equality of votes. The Secretary of the Board of Trustees shall act as Secretary of the meeting, and when there is no Secretary of the Board, or he is not present, the meeting shall elect a Secretary to the meeting. The minutes of the meeting shall be read to the meeting before its close, and shall be signed by the Chairman and Secretary and transmitted to the Trustees within ten days after the meeting; such minutes shall be preserved by the Trustees, and be open at all reasonable times to the inspection of any ratepayer.

* Sec. 52 of this Manual.

53. If any person offering to vote at any meeting shall be challenged as unqualified, the Chairman shall require the person so offering to vote to make the following declaration: "I do declare and affirm that I am a ratepayer of this District, that I have paid all District School rates imposed upon me within the last twelve months, and that I am legally qualified to vote at this meeting." Whereupon the person making such declaration shall be permitted to vote on all questions proposed at such meetings; but if any person refuse to make such declaration, his vote shall be rejected; and if any person wilfully makes a false declaration of his right to vote, he shall be liable to a penalty of twenty dollars, to be recovered by the Trustees of the District for its use.

54. All School meetings shall be held at ten o'clock in the forenoon, and may be continued until four in the afternoon of the same day, and may be adjourned to the next day at ten and continued as aforesaid, but no further adjournment shall take place.

55. At the annual School meeting the District shall elect Trustees, or a Trustee, as hereinafter provided, and an Auditor of the School Accounts of the coming year, and shall also decide what School accommodation shall be provided, and what amount shall be raised by the District for the support of Teachers, to supplement the sum provided as aforesaid by the Province and County, and shall also decide whether any and what sum shall be raised for the purchase or building of School houses, for the purchase or improvement of School grounds, or for general School purposes; and shall receive and pass upon the report of the Trustees.

56. Special meetings may be held (1st) upon the call of the Trustees, to fill an occasional vacancy occurring in the Board of Trustees, or for any necessary purpose other than that of voting money; and (2nd) upon the requisition of a majority of the ratepayers of the District, for the purpose of voting money, or adding to any amount previously voted for any purpose authorized by this Chapter; notice of which meetings, specifying the objects thereof, shall be given by the Trustees, by posting notices of the time and place thereof in two of the most public places of the District at least six days before the time of meeting.

57. The Board of Education or the Chief Superintendent shall have power to direct the Inspector to call general or special meetings of the School District, and at such time and at such place in the District as to it or him shall seem fit; and such meeting, if a general meeting, shall have power to transact any business that might be

transacted at an annual meeting; and if a special meeting, it shall have power to transact the special business for which it may be called; the like notice shall be given by the Inspector of such meeting, as in the case of the first annual meeting of a District, and such notice shall specify that the same is called by order of the Board of Education or Chief Superintendent, as the case may be.

58. The School accommodation to be provided by the District shall, as far as possible, be in accordance with the following arrangements:—

For a District having fifty pupils or under, a house with comfortable sittings, with one Teacher:

For a District having from fifty to eighty pupils, a house with comfortable sittings, and a good class room with one Teacher and an Assistant:

For a District having from eighty to one hundred pupils, a house with comfortable sittings and two good class rooms, with one Teacher and two Assistants, or a house having two apartments, one for a primary and one for an advanced department, with two Teachers; Or, if one commodious building cannot be secured, two houses may be provided in different parts of the District, with a Teacher in each, one being devoted to the younger children, and the other to the more advanced:

For a District having from one hundred to one hundred and fifty pupils, a house with two adequate apartments, one for a primary and one for an advanced department, and a good class room accessible to both, with two Teachers, and, if necessary, an Assistant; or if the District be long and narrow, three houses may be provided, two for primary department, and one for an advanced department, the former being located towards the extremes of the District, and the latter at or near the centre:

For a District having from one hundred and fifty to two hundred pupils, a house with three apartments, one for a primary department, one for an advanced, and one for a High School, and at least one good class room common to the two latter, with three Teachers, and, if necessary, an Assistant; or, if necessary, Schools may be provided for the different departments in different parts of the District:

And generally, for any District having two hundred pupils and upwards, a house or houses with sufficient accommodation for different grades of primary and advanced Schools, so that in Districts having six hundred pupils and upwards, the ratio of pupils in the primary, advanced and high School departments shall be respectively about eight, three, and one.

TRUSTEES.

Their Term of Office, Qualification, and Corporate Rights.

59. There shall be three Trustees for each District, who shall be qualified voters of the School District; and the Trustees in each District shall be a body corporate under the name of "The Trustees of School District Number in the Parish (*or* Parishes) of , in the County (*or* Counties) of ;" and no such Corporation shall cease by reason of the want of Trustees.

60. The Trustees shall remain in office for three years, except that, of the first Board of Trustees, one of their number to be determined by lot at the next annual meeting after appointment, shall go out of office at such meeting; and another, to be determined by lot at the second annual meeting after appointment, shall go out of office at such last mentioned meeting.

61. At each annual meeting a Trustee shall be elected in place of the one whose term of office is about expiring; and the term of every such Trustee shall be three years.

62. A Trustee elected to fill an occasional vacancy shall hold office only for the unexpired term of the person whose place he fills; and any Trustee may with his consent be re-elected, otherwise he shall be exempted from serving for three years next after leaving office.

63. A Trustee may resign his office with the consent in writing of his Co-Trustees and Inspector; without such consent, a Trustee refusing to act shall forfeit a sum of twenty dollars, to be collected by any ratepayer of the District, and for its use.

64. Every Trustee shall make the following declaration of office before the Chairman of the School meeting: "I will truly and faithfully, to the best of my judgment and ability, discharge the duties of the office of School Trustee;" and if any Trustee shall not make the declaration within ten days after notice of his election, his neglect shall be sufficient evidence of a refusal to serve under the last preceding Section, except that a Trustee acting as such shall be liable to all the duties and responsibilities of a Trustee.

65. If the Chairman of a meeting be elected Trustee, he shall make the declaration before the Secretary of the meeting; and a Trustee appointed by the Inspector shall, within ten days after notice of appointment, make the declaration before the Inspector, or any person by him authorized in writing to take the same.

66. Where a District at the annual meeting fails to elect Trustees, or to fill any vacancy occurring in the Trusteeship, or where a

Trustee declines to act, a Trustee or Trustees shall be appointed upon the written requisition of seven ratepayers in the District, by the Inspector, who, in case of a further neglect to act, shall have power to make further appointments.

67. Failure or refusal to take the declaration; refusal or continued failure to attend the meetings of the Board of Trustees when notified; failure or refusal to call the annual meeting or special meetings, or post proper notices thereof; and failure or refusal to perform the duties, or exercise the powers imposed and conferred upon him as a Trustee, after written request shall have been made upon him by the Inspector to perform or exercise the same, shall (amongst other things) constitute a declining to act under the last preceding Section.

68. The Board of Education or Chief Superintendent shall have power to direct the Inspector to exercise the powers conferred upon him by the last two preceding Sections, in respect of the appointment of a Trustee or Trustees, even though no requisition of ratepayers shall have been transmitted to him in that behalf; and in cases where the succession of Trustees required by law shall not have been duly observed in their election or appointment, it shall be competent for the Board of Education to make such orders from time to time as it may deem necessary respecting the constitution of any such Trustee Corporation.

69. No Teacher while employed as such shall be a Trustee; and a continuous non-residence of six months by a Trustee shall cause the vacation of his office.

70. No Trustee shall be directly or indirectly interested otherwise than in his corporate capacity, in any contract provided for herein, except that a Trustee may, with the consent of the Inspector, contract with the Board of Trustees for the sale or purchase of a School site or buildings.

71. The Board of Trustees shall exercise all the corporate powers vested in them for the fulfilment of any contract or agreement made by them; and in case they, or any of them, wilfully neglect or refuse to exercise such powers, the Trustee or Trustees so neglecting or refusing shall be personally responsible for the non-fulfilment of such contract or agreement.

Duties and powers of Trustees with respect to School Property.

72. It shall be the duty of the Board of Trustees, and they are hereby empowered—

(1) To acquire, take and hold for the Corporation, any real or personal property, moneys or income for School purposes, and to apply the same according to the terms on which the same were acquired or received, with power, when so authorized by the School District in annual meeting, or in meeting called for such purpose, to sell or dispose of the same, and apply the proceeds towards payments of charges against the District for purchase or erection of School property, if such charges exist:

(2) To purchase or rent lands or buildings for School purposes, contract for the erection and furnishing of School buildings, repair and keep in order and insure the buildings and furniture, procure maps, apparatus and books, and generally to provide for all School services as authorized by the School meeting:

(3) To borrow, when authorized by the School meeting, money for the purchase or improvement of grounds for School purposes, or for the purchase or building of School houses, or for the furnishing of the same; and such amounts shall be paid by equal yearly instalments, not exceeding seven, with any interest accruing, to be assessed upon the District; and the money so borrowed shall be charged upon the District, and for money so borrowed the Board of Trustees shall have power to give certificates of indebtedness:

(4) To determine the site of the School houses, subject to the sanction of the Inspector, and when a location for the erection of a School house and necessary buildings has been so selected, ten rods at least from any dwelling house in Districts other than Cities, Towns, or Villages, and the Board of Trustees are unable to agree with the owner thereof for the purchase, they may lay out a School lot, not exceeding forty square rods, and cause the same to be appraised in manner following, that is to say:—The Trustees shall apply to a Justice of the Peace for a warrant, who is hereby required to grant the same, directed to either the Sheriff, Deputy Sheriff, or any constable within the County, commanding him to summon five disinterested freeholders of the County, not resident in the District, at a certain time to be named in such warrant, to examine such land, the said Trustees, or any one of them, to be present; and the said Jury, who are to be sworn by any Justice of the Peace, shall proceed to assess the same, provided it appears to them that the Trustees had given personal notice to such owner of such inquisition, or that notice thereof had been posted in two

public places of the District six days before the day of such inquisition; and shall return the amount of such assessment to the County Secretary, and on payment or tender of such damages, the Board of Trustees may take and hold such lot. In case the land so taken should at any time not be required for School purposes, the Trustees may, with the sanction of the Inspector, sell the same by private sale to the original owner, at the price paid for it by the Trustees, together with interest at six per cent.; or at public sale to the highest bidder, in case the original owner declines to purchase as aforesaid:

(5) When the land of any infant, feme covert, idiot, or lunatic, is required for a School lot, if the Trustees cannot agree with the guardian of such infant for the purchase thereof, or with such feme covert and her husband, or with the committee of such idiot or lunatic, the Trustees may lay out such School lot, and cause the same to be appraised as in other cases where appraisements are made for a School lot, taken under this Chapter; provided that notice of the taking of any inquisition shall be personally served on the guardian of such infant, the committee of such idiot or lunatic, or the said feme covert and her husband; or in case the said infant have no guardian, or the said idiot or lunatic have no committee, then the County Secretary shall act as guardian for such infant or as committee for such idiot or lunatic, and in either of these events it shall be imperative to value such land by a jury, and the damages found by the jury shall be paid to the County Treasurer and remain in the County Funds on interest at five per cent. until application is made therefor by such guardian or committee, or such infant himself when of full age, or in case of his death, his representatives:

(6) When land required to be taken for a School lot is under mortgage, if any agreement for purchase cannot be made with the Mortgagor, with the consent of the Mortgagee or Mortgagees, it shall be lawful for the Trustees to lay out such School lot and cause the same to be appraised as in other cases where appraisements are made for a School lot under this Chapter; provided that notice of the taking of any inquisition shall be served on the Mortgagee or Mortgagees as well as the Mortgagor, and in such cases the damages found by the jury shall be paid to the Mortgagee or Mortgagees according to their priority and be by him credited on such Mortgage, and the land so taken shall be held to be thereupon released from any such Mortgage or Mortgages.

With respect to Schools, School Teachers, Books, etc.

73. It shall be the duty of the Board of Trustees, and they are hereby empowered—

(1) To provide School privileges free of charge for all children from five to twenty years of age, inclusive, who may be resident in the District, and, when authorized by the School meeting, improved accommodation, as far as possible in accordance with the provisions of Section* fifty-nine, with power to admit to School privileges pupils from other Districts, and if the Trustees shall deem it necessary, they may exact from such pupils such reasonable tuition fee as may be sanctioned by the Inspector. Persons above twenty years of age who desire to attend School in the District in which they reside, shall have the right to do so free of charge, if there is sufficient School accommodation. Any person who may be assessed for District School rates in two or more Districts shall have the right to send his children to the School of any District in which he may be assessed, or part of them to the School of one District and part to the School of another District as last aforesaid. Any parent, master or guardian who pays District School rates in any School District shall be entitled to send any child under his care, custody or control, to the School of such District:

(2) To regulate from time to time, with the aid of the Teachers, the attendance of the pupils in the several departments according to attainments, and to suspend or expel any pupil from School whom the Teacher may report to the Trustees as persistently disobedient, or addicted to any vice likely to affect injuriously the character of other pupils, until the Trustees and Teacher shall receive from such pupil assurance of reform:

(3) To employ Teachers for the District, the contract to be in writing, and to suspend or dismiss any Teacher for gross neglect of duty, or for immorality, and they shall forthwith transmit a written statement of the facts to the Chief Superintendent, who, if satisfied of the correctness of such dismissal, shall not allow to such Teacher further payment on such contract from the Provincial Treasury:

(4) To visit at least monthly each School under their charge, and see that it is conducted according to this Chapter and the Regulations of the Board of Education; to notify the District of the opening or re-opening of the Schools, to provide for the health of

* Section 58 of this Manual.

the School, and to see that the Schools are properly supplied with the books prescribed by the Board of Education, and that no books unauthorized by the Board are used:

(5) If any parent, master, or guardian, after notice from the Trustees that a child under the care of such person is unprovided with the necessary prescribed School books, shall refuse or neglect to furnish such child with the books required, the Trustees shall, subject to the power to exempt indigent persons, furnish them at the expense of the District, and the cost thereof may be collected from the parents, master or guardian by warrant of the Trustees as in case of assessed rates.

With respect to their organization.

74. It shall be the duty of the Board of Trustees, and they are hereby empowered, to meet as soon as practicable after the annual election (or the appointment) of a Trustee or Trustees, and appoint a Secretary to the Corporation, who may be of their own number, and who shall forthwith give a Bond to Her Majesty, with two sureties, in a sum at least equal to that to be raised by the District during the year, for the faithful performance of the duties of his office, and the same shall be forthwith lodged by the Board of Trustees with the County Secretary for the County; and Trustees failing to take such Bond from their Secretary, and lodge it at as aforesaid, shall be liable for his default to the extent of the sum for which such Bond should have been taken; and such Secretary shall keep the records, accounts and moneys of the Board, and in pursuance of the orders of the Board, collect and disburse all School moneys of the District, have charge of the School property, safely keep and deliver up when required to the Trustees the papers and moneys of the Corporation, including the Records of the School meetings, and perform all other duties which the Board may prescribe in relation to their corporate affairs: The Secretary shall be entitled to receive five per cent. commission upon all sums collected upon District Assessments by him or under his direction (except as hereinafter provided) for the support of the Schools of the District, excepting in cases where payment is made within ten days after demand or notice given by the Secretary, in which cases he shall be entitled to two and one half per cent., and shall make a deduction to such persons of two and one half per cent. And the Secretary shall be entitled to two and one half per cent. on all sums collected by him, or under his direction (except as hereinafter provided), for the purchase or

erection of a School house, or the purchase of School grounds, and any ratepayer paying his rates in respect of such last mentioned services within ten days after demand or notice, shall be entitled to the like deduction of two and one half per cent. on the amount of his rates. The Secretary shall not be entitled to any percentage on the amount of the County Fund apportioned to the District. When the rates are collected in whole or in part by the Parish Collector, as hereinafter provided, the Secretary shall be entitled to no commission on the rates collected by the Parish Collector, unless the percentage received by the Parish Collector is less than four per cent., when the Secretary may receive the difference between such percentage and five per cent. And when the rates in whole or in part are collected by the Parish Collector, ratepayers shall have the right to the deduction aforesaid for voluntary payment, and the School meeting may allow to the Secretary, in case of the collection by the Parish Collector, in whole or in part, such compensation for his services as Secretary as they may see fit, not exceeding five per cent. on the amount so collected by the Parish Collector, and the same may be paid out of the District Funds or included in any District assessment.

75. The Bond given by the Secretary of any Board of School Trustees shall, so long as it shall remain uncancelled, or until a new Bond be taken, be deemed a continuing security during his continuance in office, although in terms for one year.

With respect to the Assessment and Collection of Rates.

76. It shall be the duty of the Board of Trustees, and they are hereby empowered —

(1) To furnish the County Secretary of the County in which the District or any part of it is situate, with a list of the persons liable to be rated for School purposes in such District or part thereof, upon property or income, that is to say: Of persons who are residents of the District, and of persons who own real estate in the District liable to taxation, but who do not reside in the Parish, and of persons or Corporations liable to be rated as aforesaid in respect of real or personal property or income, by reason of carrying on business there, or of being rated as Corporations, Trustee, or as aforesaid; the County Secretary shall set opposite the name of each person the amount on which he is liable to be taxed, as the same appears on the assessment list of such Parish last on file, or as the same may be amended or corrected, or added to, as herein provided; that is to

say, in the case of a non-resident of the Parish, the taxable valuation of the real estate in the District owned by the non-resident; and in the case of a resident of the District, the taxable valuation of income, and real and personal property of such resident, as the same appears in such assessment list; and in the case of Corporations, Firms as aforesaid, or other persons referred to in sub-section three of Section twenty-four,* the real or real and personal property, and the total income (as the case may be) for which such other person, Firm, Corporation or Company is rated upon such assessment list, in respect of such District; persons assessed as the owner of real estate in the Parish assessment list shall, until the filing of the next Parish assessment list, be deemed the owner thereof for purposes of District School assessment; the County Secretary shall certify such list, and the County Council shall make such allowance to the Secretary for his trouble as shall seem just, and at a rate not less than twenty-five cents for every list not exceeding twenty-five names, and fifty cents for every other list:

(2) To apportion the amount to be raised by the District in the following manner:— The sum of one dollar shall be levied as a poll tax, as provided in Section twenty-four,† and the balance of the sum to be raised shall be levied by a fair apportionment, according to the valuation contained in the above mentioned list:

(3) To furnish to their Secretary a list of the assessments with instructions in writing thereon, signed by the Trustees, authorizing and directing the Secretary to collect from the persons therein named the amounts set opposite their names; and the rates shall be collected by the Secretary in the same manner as near as may be as other rates and taxes are collected under and by virtue of Sections seventy to ninety-three, inclusive, of Chapter 100 relating to "Rates and Taxes."

(4) To file with the Secretary-Treasurer of the County a duplicate or copy of all assessment lists made up by them, and to state therein the name of their Secretary, giving his Post Office address.

77. The assessment shall be signed by the Trustees, or two of them; and the rates may be collected either by the Secretary in the same manner hereinbefore provided, or they may at any time deliver to the Parish Collector a copy of the District assessment list, with a precept subscribed or endorsed thereon, requiring the Collector to collect from the several persons named in such list the sums set

* Section 23 of this Manual. †47 Vic., cap. xii, 1884.

opposite their names respectively, as the amount of their School rates, and to pay the same, when collected, to the Secretary of the School Trustees.

78. It shall be the duty of every Collector receiving said list and precept, at or about the time that he is collecting other Parish rates, to collect such School rates at the same time and in the same manner as he shall collect the Parish rates, and pay the same over as directed; but if the Collector receives such list and precept at any other time, he may, if he shall so wish, proceed to such collection forthwith: the Parish Collector shall be entitled, with such School rates, and in addition thereto, to collect from the ratepayers the usual percentage allowed him for collecting Parish rates, not exceeding five per cent.

79. In any Law relating to the collection of Rates, or to the rights and privileges of Collectors, the word 'Collector' may be taken to include the Secretary of School Trustees, or the Collector acting under precept from the Trustees as aforesaid; and the County Secretary may certify any rate or proceeding thereon, and his certificate shall have effect in the same manner as provided in the collection of other rates.

80. No action shall be brought against any School Trustee, individually, or against the Trustees in their corporate capacity, or against the Secretary of the Trustees for anything done by virtue of the office of Trustee or Secretary, unless within three months after the act committed and upon one month's previous notice thereof in writing, and the action shall be tried in the County where the cause of action arose. The defendant in any such action may plead the general issue and give the special matter in evidence. If it appears that the defendant acted under the authority of this Chapter, or of any Act in amendment hereof, or of any Regulations made pursuant to the powers herein given, or that the cause arose in some other County, the Jury shall give him a verdict. The provisions of this Section shall not extend to actions upon contract.*

81. In case of a judgment being recovered against the Trustees in their corporate capacity, they shall satisfy the same by forthwith causing an assessment to be made in the same manner as other assessments on the School District.

82. Where a judgment which, before the passing of this Act, has been recovered, or which may hereafter be recovered, against the Trustees of any School District remains unsatisfied for twelve

* 41 Vic., cap. xxxv, 1878.

months, and the Trustees refuse or neglect to assess the same, as provided by the eighty-second* Section of Chapter 65 of the Consolidated Statutes, the party who has recovered such judgment may, on notice to the Trustees, apply to a Judge of the County Court for an Order, and which Order the Judge of the County Court may make, to be directed to the Secretary-Treasurer or Secretary of the Municipality in which the District is situated, calling upon him to issue a Warrant of Assessment to Assessors of Rates for the Parish, directing them to assess the amount of such judgment upon the ratepayers of such School District in the same manner as a School Rate ordered by the School Meeting would be assessable; and such rate may be collected by any Parish Collector, and when collected shall be paid over to the party who may have recovered judgment as aforesaid.

With respect to Reports, &c.

83. It shall be the duty of the Board of Trustees—

(1) To cause to be prepared and read at the annual meeting, a Report for the year then ending, which Report shall, amongst other things, contain a statement of the educational condition of the District and of its needs, and exhibit a full account of the receipt and expenditure of all School Moneys during such year, and which account shall have been duly audited as hereinafter provided:

(2) To prepare and forward to the Chief Superintendent, within two weeks after the close of each School term, a true return duly sworn to before a Justice of the Peace, of the state of the School, according to the form drawn up for that purpose by the Chief Superintendent:

(3) To call all meetings as provided for by this Chapter.

84. The annual report required by Section eighty-three† of Chapter 65 of the Consolidated Statutes, of Schools, to be made by Boards of Trustees to the School meeting, shall embrace also an enumeration of all persons included in the District assessment list who have not paid the District School rates imposed upon them, with the amount of assessment upon each, and the District assessment list shall be available to the School meeting for reference.

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* Sec. 81 of this Manual. † 47 Vic., cap. xii, 1884.

AUDIT OF TRUSTEES' ACCOUNTS.

85. The Auditor shall, at least two weeks before the next annual meeting, call upon the Board of Trustees to submit to him their accounts for the year, with all vouchers, agreements, &c., and shall examine into and decide upon the accuracy thereof, and whether the Board of Trustees have truly accounted for, and expended for School purposes, the moneys received by them, and report upon such accounts at the annual meeting; and if the Auditor objects to the lawfulness of any expenditure made by the Trustees, they shall submit the matters in difference to such meeting, which may either determine the same or submit the same to the Inspector, whose decision shall be final.

TEACHERS.

86. Every Teacher shall call the roll every morning and afternoon, and otherwise keep a daily register of the scholars in the manner prescribed by the Board of Education, which shall be open to inspection at all times; he shall diligently and faithfully teach all the branches required to be taught in the School, according to the terms of his engagement with the Trustees, and according to the provisions of this Chapter, and shall maintain proper order and discipline therein; and any Teacher neglecting to keep an accurate register as aforesaid, shall forfeit the amount otherwise payable to him out of the Provincial Treasury.

87. He shall have a care to the health and comfort of the School, and to such end shall enforce cleanliness, and report to the Trustees the appearance of any infectious or contagious disease in the School.

88. He shall, during each half year, hold a public examination of the School, of which notice shall be given to the Trustees, and to the parents through the pupils; he shall, through the pupils, give notice of all School meetings advertised by the Trustees.

89. He shall make to the half-yearly return of the Trustees an affidavit in the following form:—

I, [*name in full*] Teacher under authority of a valid License of the class from the Board of Education of New Brunswick and under an Agreement with the Board of School Trustees of Saint John (*or* Fredericton, *or* School District No. in the Parish of in the County of (*or as the case may be*) made in accordance with the form prescribed in Regulation 2 of the Board of Education, do swear that, to the best of my information, knowledge and belief, I have taught and conducted the Department of the School (*or* School, *as the case may be*) for the period of legally authorized teaching days during the School Term ending A. D. 18 , and while so employed have endeavored to discharge

my duties in accordance with the requirements of Chapter 65 of the Consolidated Statutes, of "Schools," and any amendment thereof, and the Regulations of the Board of Education; and that during the said period no text books unauthorized by the Board of Education were used in the Department (or School); and that the School Register was faithfully and impartially kept; and that the grand total days attendance made by the enrolled pupils during the aforesaid legally authorized teaching days was [*the number to be expressed in words at length*].

Sworn at this day of
A. D. 18 , before me, J. P. [*Name of Teacher.*]

SUPERIOR AND GRAMMAR SCHOOLS.

I.—SUPERIOR SCHOOLS.

90. *Superior Schools may be established by Boards of Trustees in their respective Districts on the following basis:

(1) One Superior School may be established in each County for every 6,000 inhabitants, and if the population of the County after being divided by 6,000, leaves a remainder of 5,000 or over, one other such School may be established, but not more than one Superior School shall be allowed to a Parish.

(2) Should the number of Superior Schools to which a County is entitled on the basis of population be exhausted, the Board of Education may authorize the establishment of one additional such School on the recommendation of the Inspector, due regard being had to the educational circumstances of the District in which such School may be established.

(3) If a greater number of Districts compete to establish Superior Schools than the number authorized for a County, the Inspector shall, subject to the approval of the Board of Education, determine in which District they may be established.

(4) Districts which desire to establish Superior Schools shall make provision therefor at the first annual meeting after the passing of this Act, and the Trustees or their Secretary shall forthwith notify the Chief Superintendent of the provision made.

(5) Districts which shall have established Superior Schools under this Act, shall be permitted to continue the same, so long as they are efficiently conducted and maintained.

II.—COUNTY GRAMMAR SCHOOLS.

91. One Grammar School, to be called the County Grammar School, may be established in each County.

*47 Vic., cap. xii, 1884.

(1) The Board of Trustees of the District in which a Grammar School has heretofore been maintained may establish such School and continue the same so long as it is efficiently conducted and maintained.

(2) If the aforesaid District fails to establish a County Grammar School it shall be competent for any other District to establish such School, and the District so establishing the School shall have the same privilege with respect to its continuance as if it had heretofore been maintained in the District.

(3) Should several Districts within a County compete to establish a County Grammar School, the Inspector shall, with the approval of the Board of Education, determine in which District the School shall be established, the foregoing provisions (1) and (2) being observed.

(4) Districts which desire to establish a County Grammar School shall make provision therefor at the first annual meeting after the passing of this Act, and the Trustees or their Secretary shall forthwith notify the Chief Superintendent of the provision made.

(5) Should a Grammar School not be established within a County the Board of Education is hereby empowered to authorize in lieu thereof the establishing of an additional Superior School in such County.

(6) A Grammar School and a Superior School shall not be established within the same Parish, unless the number allowed by law for the whole Province shall not be exhausted, and then only by permission of and under conditions to be imposed by the Board of Education.

92. All property in whatever form existing, or wherever situated, belonging to the Trustees and Directors of the Grammar Schools in each of their respective Counties, is hereby vested in the Board of Trustees of the School District in which it is now situated; and all property, in whatever form existing or wherever situated, belonging to the Public Grammar School in the Town of St. Andrews is hereby vested in the Board of Trustees of the School District Number One, in the Parish of St. Andrews; and all property, in whatever form existing or wherever situated, belonging to the President and Directors of the Public Grammar School in the City of Saint John, is hereby vested in the Board of School Trustees of the City of Saint John, but the control and management of the School shall be, as heretofore, subject to the approval of the Board of Education.

PROVINCIAL AND LOCAL SALARIES.

93. There shall be annually granted from the Provincial Treasury in respect of each of the aforesaid Schools established under this Act and conducted in accordance with published Regulations of the Board of Education the following allowance:—

(1) To the Teacher of a Superior School holding a License of the First or Grammar School Class, a sum not exceeding two hundred and fifty dollars, provided the Trustees of the District in which the School is established shall pay to such Teacher a salary not less than two hundred and fifty dollars per annum or ratably to the time taught within the School year.

(2) To the Teacher of a County Grammar School holding a Grammar School License, a sum not exceeding three hundred and fifty dollars per annum, subject to such conditions of local aid as the Board of Education may deem proper for the particular County in which the School is established.

94. All of the aforesaid Schools shall participate in the County Fund apportionment on the same principles as other Schools established under Chapter 65 of the Consolidated Statutes.

95. Superior Schools shall be free to all pupils residing within the Parish in which the School is established, provided such pupils belong to Districts in which Schools are maintained. County Grammar Schools shall be free to all pupils who are residents of the County.

96. The Boards of Trustees of the aforesaid Schools shall admit to School privileges, provided there be sufficient accommodation, pupils outside the limits named in the foregoing Section ninety-five, and may exact from such pupils a reasonable tuition fee subject to the approval of the Inspector.

97. The provisions of this Act* relative to Teachers, grants from the Provincial Treasury, to the revising and enlarging of Inspectoral Districts, to the establishing of Superior and County Grammar Schools, shall come into operation on the first day of November, in the year of Our Lord One Thousand Eight Hundred and Eighty-Four, and on and after that date all existing Acts, or parts of Acts, inconsistent herewith are hereby repealed.

*47 Vic., cap. xii, 1884.

LIBRARIES.

98. Whenever any School District shall raise a sum of money for the purpose of establishing a Library, or adding thereto, the Board of Education may grant to it a sum equal to one half the amount so raised, not to exceed twenty dollars in any one year, to be expended in the purchase of books therefor.

MISCELLANEOUS.

99. No order for assessment or proceedings of any School meeting shall be impeached before any Court; but any party complaining may appeal to the Inspector within fourteen days after the act complained of, such appeal to be in writing and to set forth specifically the grounds thereof, and the Inspector shall forthwith examine into and decide the same; and the decision of the Inspector, subject to an appeal to the Chief Superintendent within fourteen days after such decision, shall be final, and shall not be removed by *certiorari*.

100. On complaint under oath of any ratepayer of a District that any person, whether a Trustee, Secretary of Trustees, or other person, improperly withholds from the Board of Trustees money or other property belonging to the District, the Inspector may in writing require such person to deliver over to the Trustees within a time limited by him such money or property, and if such order is not complied with within the time so limited, a County Court Judge may, on application of the complainant and on proof of the above facts, summon the person so charged and make inquiry into the matter, and may deal summarily therewith and make such order or orders as to him may seem just, and with or without costs, which order shall be enforceable as other orders of the Court.

101. All penalties and forfeitures under this Chapter shall be recovered and enforced by action of debt in any Court of competent jurisdiction in the same manner as a private debt, or under the provisions of Chapter 62 of the Consolidated Statutes relating to 'Summary Convictions.'

102. In all cases wherein a School house has been built within any District, and is owned in shares, it shall be competent for the majority in interest of the owners of shares to sell and dispose of the same to the District, at any meeting duly held after ten days' notice of the object thereof, at the price such meeting shall determine upon, or as may be realized at a public sale thereof duly advertised, and the proceeds of sale shall be divided amongst the proprietors in proportion to their shares in interest in the property.

103. *No proceedings shall be taken before a Justice of the Peace or Police Magistrate by a parent or guardian against a Teacher for improper treatment towards a pupil until such parent or guardian shall have first made complaint to the Trustees of the School, and shall have given a reasonable time to have the cause of complaint investigated.

CITY OF ST. JOHN AND CITY OF FREDERICTON.

104. The Schools in the City of St. John and in the City of Fredericton shall be managed as follows:—

(1) The City of St. John shall, for the purposes of this Chapter, be one entire District; and the City of Fredericton shall, for the purposes of this Chapter, be one entire District; each of which Districts shall be under the control and management, for School purposes, of a Board of Trustees, which shall be a corporate body in relation to all the powers and duties conferred upon it by virtue of this Chapter, and shall be styled "The Board of School Trustees of Saint John" (*or* Fredericton, *as the case may be*); the organization, rights, powers, duties and liabilities of each of which Boards shall be as herein defined:

(2) The Board of Trustees shall consist of seven members, of whom the Governor in Council shall appoint three, one of whom shall be designated as Chairman, and the Common or City Council, hereinafter designated as the Council, shall appoint four, to hold office during pleasure: A majority of the Board shall constitute a quorum, and in the absence of the Chairman the Board shall temporarily appoint a Chairman:

(3) The Trustees shall serve without reward, nor shall they be interested, directly or indirectly, otherwise than in their corporate capacity, in any contract authorized by this Chapter. They shall meet once at least each month, and may adjourn for a shorter time: Special meetings may be called by the Chairman on personal notice given to the members of the Board, or in such other manner as the Board may prescribe:

(4) Each Board of Trustees shall appoint a Secretary at a salary as follows: In the case of Saint John not to exceed the sum of one thousand dollars, and in the case of Fredericton, or any incorporated Town to which this section applies, not to exceed the sum of eight hundred dollars. The Secretary shall keep a record of the proceedings of the Board, and perform such other duties as the Board may

*47 Vic., cap. xii, 1884.

prescribe in relation to its corporate affairs: Such record, or a transcript thereof, certified by the Secretary, shall be received in all Courts as *prima facie* evidence of the proceedings, and such record, and all books, accounts, vouchers and papers of the Board shall at all times be subject to the inspection of the Chief Superintendent of Education, and any Committee of the Council:

(5) The Board of Trustees shall have power, and it shall be its duty, to provide sufficient School accommodation and tuition, free of charge, to all children in the District between five and twenty years of age inclusive, and for such purpose, organize and establish such and so many Schools as it shall deem requisite, with power to alter and discontinue the same; to purchase or lease lands or buildings for School purposes; to erect, enlarge, alter, repair, and improve School buildings and their appurtenances, according to the requirements of the case; to furnish School houses, and procure furniture, maps, and apparatus, and to provide text-books for indigent pupils; to provide fuel and light, and defray the contingent expenses of the several Schools and of the Board of Trustees; to have the custody and the safe keeping of the School property of the District, and to insure the School buildings and furniture; to determine the sites of the School houses; to contract with Teachers and pay their wages; to have in all respects, and subject to the Board of Education and Chief Superintendent, and to the various provisions of this Chapter, the superintendence, supervision and management of the Schools of the District; to notify the Council of the amounts required for the yearly support and maintenance of the Schools as hereinafter provided; to report annually to the Council upon the expenditure of the moneys received by the Board under the provisions of this Chapter; to furnish semi-annually to the Chief Superintendent of Education a full report of its proceedings, also returns of all Schools in accordance with the forms supplied by the Chief Superintendent, and a statement of the appropriation of all moneys received by the Board under the provisions of this Chapter; and generally the Board of Trustees shall exercise all the powers and be subject to all general duties of Trustees under this Chapter, so far as the same are not impaired or affected by the provisions of this Section relating to the management of Schools in the Cities of Saint John and Fredericton:

(6) The Board of Trustees shall have power to borrow money for the purchase of School lands or buildings, and for the erection of School buildings, and, when sanctioned by the Council, for the permanent repair and furnishing of School buildings.

(7) To enable the Board to borrow money, it may issue debentures, to be called School debentures, in such form and for such sums as may be decided upon, redeemable in twenty-five years from the date thereof, with interest not exceeding six per centum per annum, payable half-yearly, which debentures shall be a charge upon the District: The debentures shall be sealed with the Seal of the Board, and signed by the Chairman and countersigned by the Secretary, provided that the whole amount of such debentures shall not exceed for the City of St. John the sum of one hundred and sixty thousand dollars, and for the City of Fredericton the sum of forty thousand dollars; provided that the Board of School Trustees of Saint John, with the consent of the Governor in Council, may issue debentures in excess of the sum of one hundred and sixty thousand dollars, and debentures heretofore or hereafter issued by the Board of School Trustees of Saint John, with such consent, shall be good, valid, and binding, although in excess of the sum of one hundred and sixty thousand dollars. In the year previous to any debentures issued under the provisions hereof becoming due and payable, the Trustees shall notify the Council of the same, and the amounts thereof shall be assessed and levied in the year in which the same become due.

(8) The proportion of the County School Fund apportioned to the said Districts shall be paid to the respective Boards on the order of the Chief Superintendent of Education.

(9) The Board shall notify the Council of the amount required for the permanent repair and furnishing of School buildings, and the Council shall forthwith determine whether the same or any part thereof shall be raised by the issuing of debentures or by assessment; and if by assessment, the Council shall order the same to be assessed and levied at the time of ordering the assessment hereinafter mentioned.

(10) The Board shall annually, and previous to the last day on which by any law the City or Town rates are required to be ordered, make an estimate of the sum which may be needed up to the time when the rates of the next succeeding year will probably be received, for the support and maintenance of the Schools, and for the due execution of the different powers and trusts vested in the Board other than for the purposes for which the Board has power or may receive permission to issue debentures, including amongst other things—but without limitation by reason of such particularity—the sums required for the payment of Teachers' salaries over and above the

amount receivable out of the Provincial Treasury and County School Fund; for the rental of lands and buildings; for the care of School property, fuel, light, and insurance; for the purchase of maps, apparatus, and of books for indigent children; for interest on debentures that have been or that may be issued; for salaries and unforeseen and contingent expenses, with all other current expenses, together with any amount needed for repayment of any temporary loan effected with the approval of the Governor in Council, and for payment of any liabilities incurred in reference to the aforegoing objects and purposes; and shall within the like time notify the Council of the aggregate amount thereof, and request the Council to cause such amount forthwith to be assessed and levied.

(11) Such sum, not exceeding for the City of Saint John fifty-six thousand dollars; for the City of Fredericton fourteen thousand dollars; together with any further amount required for payment of interest on debentures, and for repairing and furnishing School buildings as aforesaid, shall by the Council of the said Cities and Towns respectively, forthwith upon such notification and request, and so as that in fact the rates herein mentioned may be made up, assessed and levied at the same time as other City or Town rates, and either by a separate assessment, or by including the same in any other assessment for City or Town purposes, be ordered and caused to be assessed, levied and collected; but it shall be in the power of the Council, notwithstanding such excess as aforesaid, to order the assessing and levying of the full amount of such estimate, together with a further sum as aforesaid for repairing and furnishing School buildings.

(12) The said rates and assessments shall be made, assessed and levied as follows, that is to say:—A tax of one dollar shall be assessed and levied on the poll of every male inhabitant of the District between the age of twenty-one and sixty years (except clergymen and persons in indigent circumstances), and the balance of the sum shall be assessed and levied in the same manner as other City or Town rates, or as specially provided in any City or Town for the assessing and levying of such balance; the said rates and assessments shall be collected in the same manner as other City rates; and the sum so raised shall be paid by the Chamberlain or Treasurer on the order of the Board of Trustees, notwithstanding any local law or regulation to the contrary.

(13) The Board of Trustees is hereby authorized, with the sanction of the Council, to co-operate with the governing body of any School

existent on the 17th day of May, 1871, on such terms as to the Board shall seem right; but any such arrangement shall be annual in its nature, and shall be determined by lapse of time, or on breach of conditions, and shall not include the building or furnishing of School houses, and in such cases the Board may make allowance to such Schools out of the funds under its control; but no public funds shall be granted in support of any School unless the same be a free School, and conducted in every respect in conformity with this Chapter and the Regulations of the Board of Education.

(14) The Council shall annually appoint two Auditors to audit the accounts of the Board of Trustees, and the expenses of such audit shall be paid out of the contingent expenses of the Board.

(15) The title of all School property shall be vested in the Board of Trustees, and such property shall not be subject to taxation, or be liable to be taken in execution; but in case of any judgment being recovered against the Board of Trustees, they shall forthwith notify the Council of the amount thereof, and the like steps shall be taken by the Council to levy and collect the same as in other cases provided for by this Chapter.

(16) All the provisions of this Chapter, except as herein otherwise provided, shall extend to the City of Saint John, and to the City of Fredericton, and the several Towns to which this Section may apply.

INCORPORATED TOWNS.

105. The provisions of the last preceding Section shall apply to the Towns of Portland, St. Stephen, Milltown, and Woodstock, with the substitution of the words 'Town Council' for 'City Council,' and Treasurer or other fiscal officer for 'Chamberlain.' With a like substitution the said provisions of the last preceding Section shall apply to any Town now incorporated, or which may hereafter be incorporated, provided that the Town Council, at a meeting called for such purpose, determine in favour of the adoption of such provisions, and under its corporate seal certifies the same to the Governor in Council, who shall appoint a proportion of the Trustees as provided for in sub-section two of the last preceding Section.

106. The Towns to which the provisions of Section ninety-five* apply may issue School Debentures, for the purposes and in the manner provided for the Cities of Saint John and Fredericton by sub-sections six and seven of said Section ninety-five,* provided that such debentures shall be made payable in twenty years from the date

* 104 of this Manual.

thereof, and the amount thereof shall not exceed for the Town of Portland the sum of fifty thousand dollars, and for any other Town the sum of forty thousand dollars; and the amount mentioned in Section ninety-five* sub-section eleven, shall in the case of the Town of Portland be twenty-two thousand dollars, and for the Towns of Saint Stephen and Woodstock, and any other incorporated Town, shall be ten thousand dollars.

107. In case of the adoption by the Town Council of Moncton of the provisions of Section ninety-five,* the School District of the Town of Moncton shall embrace all the territory heretofore included in District number five of Moncton; and the Board of Trustees of Moncton School District shall, in addition to the powers, rights and duties cast upon or given to them by virtue of the adoption of the provisions of Section ninety-five,* succeed to all the rights and property, and be subject to all the liabilities, debts and engagements of School District number five aforesaid. And the Town Council of Moncton is hereby required, after the adoption of the provisions of Section ninety-five* as aforesaid, to exercise all such powers and authorities, and perform all such acts within and for said District, as are by Section ninety-five* conferred upon and exercisable by the Common Council of Saint John and the City Council of Fredericton, subject to the provisions of Sections ninety-six† and ninety-seven.†

108. For the purpose of levying and assessing any School rate upon said District, the persons' properties and incomes ratable within the said District as hereby constituted, as well without as within the Town of Moncton, shall be deemed to be ratable as if within the said Town, and the Assessors of rates for the Town of Moncton shall, for the purpose of levying and assessing any rates ordered to be levied by the Town Council in accordance with the requisition of the Board of Trustees or otherwise under the provisions of this Chapter, include in the assessment list for said Town the name of each person liable to pay a School rate or tax in said School District as hereby constituted, whether resident therein or non-resident, and whether resident within the said Town or non-resident therein, and such rates shall be assessed, levied and collected in the same manner as if the whole of said District were included within the corporate limits of the said Town of Moncton.

109. The Governor in Council is hereby empowered, if he shall see fit, to appoint an additional Member of the Board of School Trustees

*104 of this Manual. 105 and 106 of this Manual.

of any City or Town to which the provisions of Section ninety-five* of Chapter 65 of the Consolidated Statutes extend or may be extended, and in case of such appointment the City or Town Council shall also have power to appoint an additional Member of such Board.

110. The Board of School Trustees in Cities and incorporated Towns, under the provisions of said Section ninety-five,* shall, on or before the first day of November next after the passage hereof, determine by lot the order in which the then existing members of such Board appointed by the City or Town Council shall retire, and shall certify to the Council the names of the said members in the order so fixed for their retirement.

111. Such members shall in the order so certified annually retire from office on the first day of November, beginning with the first day of November next after the passage hereof; and every member of a Board appointed by the City or Town Council, in office at the time of the passage hereof, shall continue in office until his office becomes vacant by his death, resignation, or retirement under the provisions of this Act.

112. The City or Town Council shall thereupon appoint a person to fill such vacancy, but the person retiring shall be eligible for re-appointment.

113. Provided that if in any year any additional Trustee be appointed by the City or Town Council under any law providing for such increase, no retirement according to the order so as above fixed shall take place in such year, but the same shall take place in the next succeeding year, and so on thereafter according to such order.

114. Subject to such retirement as aforesaid, the Trustees so from time to time appointed shall severally continue in office for a number of years equal to the number of Trustees whom the City or Town Council may have power to appoint.

115. In case of a vacancy arising otherwise than as herein provided, the City or Town Council shall appoint a Trustee, who shall continue in office for the unexpired portion of the term of office of the person whose place he is appointed to fill.

116. In case the provisions of Section ninety-five* are hereafter adopted by any Town, the Town Council shall at the time of making the appointment of School Trustees determine the order of their retirement, and the retirement and appointment of Trustees shall thereafter be subject to the provisions of this Act.

* 104 of this Manual.

117. The Chamberlain or Treasurer of any City or Town to which the provisions of Section ninety-five of said Chapter extend, or may be extended, shall, upon the receipt of any moneys from time to time paid into his hands on account of the rates and taxes of such City or Town, set apart and keep to a separate Account, to be called "The Board of School Trustees' Account," so much and such proportion of such moneys as the amount ordered to be assessed and levied for all purposes in such City and Town, and shall forthwith, upon the request of the Board of School Trustees, and so from time to time as such request is made, pay over such moneys so set apart to the said Board, and shall whenever requested exhibit to the said Board the state of such Account; and such moneys so set apart, or that ought to be so set apart, shall not be by the Chamberlain or Treasurer applied to any other purpose whatsoever.

118. The Board of Trustees of any School District is hereby empowered to provide from the School funds under its control, prizes not exceeding a first, second, and third prize, in any School term, for each School or department, and according to such conditions and regulations as may be prescribed by the Board of Education, provided that no such prize shall be awarded in respect of proficiency in particular subjects of the School course or the discharge of particular School duties.

119. The Trustees of School District number ten in the Parish of Shediac, in the County of Westmoreland, in addition to any debentures they are authorized to issue under the Act of Assembly thirty-eight Victoria, Chapter 52, are hereby authorized to issue debentures on the credit of the School District for such amount, not exceeding the further sum of nineteen hundred dollars, as the Trustees may deem necessary, for the purpose of finishing and furnishing the School house lately erected in the District. The money raised by such debentures shall be applied solely for the purposes aforesaid, and the provisions of the fourth, fifth, eighth, and ninth Sections of the said Act thirty-eight Victoria, Chapter 52, shall be also applicable to the debentures issued hereunder to the same extent as if herein specially re-enacted.

PUBLIC MONEYS.

120. All moneys, whether Provincial, County, or District or Local, raised or available for School purposes, shall be taken, considered and construed to be public moneys.

BOARD OF SCHOOLS.

under the provisions of this Chapter

SCHEDULE A.

Assessor of the Parish of

assess and levy the sum of dollars

as a County School rate,

and for collecting, and cause

according to Law.

day of A. D. 18

County Council.

E. T., *Secretary.*

49 VICTORIÆ, A. D. 1886.

CHAPTER V.

An Act to Amend Chapter 65 of the Consolidated Statutes, of "Schools."

SEC.

1 Sub-section (2) of Section 95 of Chapter 65 repealed, and new Sub-section substituted.

2 How and when Trustees shall retire.

3. Vacancies, how filled.

SEC.

4 Additional Members, how appointed.

5 Sub-section 3 of Section 73 of Cap. 65, Con. Stat. repealed, and new Sub-section substituted.

6 Cap. 14, 48th Vic., repealed.

Passed 2nd April, 1886.

BE IT ENACTED by the Lieutenant Governor, Legislative Council, and Assembly, as follows:—

1. Sub-section (2) of Section 95* of Chapter 65 of the Consolidated Statutes is hereby repealed, and the following substituted in lieu thereof:—

"(2) The Board of Trustees shall consist of seven Members, of whom the Governor in Council shall appoint three, one of whom shall be designated Chairman, and such three persons so appointed shall hold office for three years each, or until the end of the third School year following their appointment, and shall be eligible for re-appointment; and the Common or City or Town Council shall appoint four to hold office for four years, or until the end of the fourth year following their appointment, and shall be eligible for re-appointment; a majority of the Board shall constitute a quorum, and in the absence of the Chairman the Board shall temporarily appoint a Chairman."

2. The present Members of the Board of School Trustees shall retire one at the end of each School year after the passage hereof in the order of their appointment, or if any two or more were appointed at the same time, then in the order in which their names appear in the Royal Gazette announcing their appointment, or the Minute of the Common, City, or Town Council by which they are appointed, but such Member so retiring shall be eligible for re-appointment.

3. Should a vacancy occur in the Board of Trustees, through the death, resignation, or otherwise, of a Member, whether appointed by the Governor in Council or by any Common, City, or Town

* Sec. 104 of this Manual.

Council, his successor shall hold office for the remainder of the unexpired term of the Member in whose stead he was appointed, and he shall be eligible for re-appointment.

4. The Governor in Council is hereby empowered, if he shall see fit, to appoint an additional Member of the Board of School Trustees of any City or Town to which the provisions of Section 95* of Chapter 65 of the Consolidated Statutes extend or may be extended, and in case of such appointment the City or Town Council shall also have power to appoint an additional Member of such Board.

5. Sub-section 3 of Section 73† of Chapter 65 of the Consolidated Statutes, of 'Schools,' is hereby repealed; and the following Sub-section is substituted in lieu thereof, to be read as Sub-section 3 of the said Section 73 of the said Chapter:—

"(3) To borrow, when authorized by the School meeting, money for the purchase or improvement of grounds for School purposes, or for the purchase or building of School houses, or for the furnishing of the same; and such amount shall be repaid by equal yearly instalments not exceeding seven, or such greater numbers of years as the Board of Education shall by special order allow, with any interest accruing to be assessed upon the District, and the money so borrowed shall be a charge upon the District, and for money so borrowed the Board of Trustees shall have power to give certificates of indebtedness."

6. Chapter 14 of 48th Victoria is hereby repealed.

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50 VICTORIÆ, A. D. 1887.

CHAPTER VIII.

An Act in further Amendment of Chapter 65 *of the Consolidated Statutes, of "Schools."*

Passed 5th April, 1887.

BE IT ENACTED by the Lieutenant Governor, Legislative Council, and Assembly,—

That it shall be lawful for the Board of School Trustees in any City or incorporated Town in which there are a greater number of School children upon the Registers than two thousand, to employ a Superintendent of Schools for such City or Town, at such annual salary as the Board may in its discretion fix and determine.

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* Section 104 of this Mannual. † Sec. 72 of this Manual.

REGULATIONS

OF THE

BOARD OF EDUCATION.

Of School Districts.

REFERENCES TO THE ACT.—Board of Education empowered to divide the Province into School Districts, to create new Districts from time to time, to alter boundaries: area of Districts: union and division of Districts, liabilities, etc., dyked marsh or river islands: secs. 5 (3), 6, 7, 8.—The Cities of Saint John and Fredericton (and incorporated Towns organized under section 105) to be each one District, sec. 104, (1).—The Chief Superintendent of Education to furnish the Inspector with the numbers and boundaries of the Districts within the County, and any subsequent alterations thereof, sec. 9 (4).—The Certificate of the Inspector to be evidence of District boundaries, sec. 9 (4).

Regulation 1.—Applications to the Board of Education for changes in the established boundaries of any School District are to be transmitted to the Chief Superintendent *through the Inspector.*

REMARK 1.—The requirements of the Act [secs. 58, 73 (2)] respecting the grading of Schools, the employing of teachers and class-room assistants, and the classification of the pupils according to their attainments, render it highly advantageous to establish Districts of good size. Experience has shown that small Districts usually have inefficient Schools. The resources of the people should be concentrated, with a view to the establishment, *thorough equipment*, and *permanent maintenance of Schools of a high order.* In this way good Schools may be created, accessible to all the people, without imposing burthens upon any.

Of the Grading of Schools.

REFERENCES TO THE ACT.—Pupils to be classified into Primary, Advanced, High, Superior, and Grammar Schools, sec. 58. Different grades of these divisions to be established in very populous Districts.

When the Trustees establish more than one department or School in a District, all the pupils are to be classified according to *attainments*, sec. 58; and are to attend such department therein as they shall be found *qualified for*, as determined by the Trustees, aided by the Teachers, sec. 73 (2).

REMARK 1.—The more dense the population, other things being equal, the more cheaply and efficiently can Schools be carried on. The Board of Education would call the special attention of School officers to the necessity of a

careful compliance with the explicit provisions of the Law respecting the classification of the pupils into regular grades. The following are some of the advantages secured by the grading of the Schools, prescribed by the Law:—

(1) *It saves Time and Labor.*—In Miscellaneous Schools the attainments of the pupils are varied and the number of the classes must be large. In each branch of study several classes are required, to instruct which requires far more time and labor than if the attainments of the pupils were such as to permit the Teacher to combine all the classes in a given branch into one, or at most, two classes. Graded Schools diminish the number of separate classes, and thus save time and labor.

(2) *It diminishes the Cost of Teaching.*—If graded Schools lessen the number of classes, they likewise lessen the number of Teachers required to conduct them, and in this way diminish the cost of Teaching.

(3) *It renders Teaching more Effective.*—Both pupils and Teachers take less interest in small classes than in those which are of good size. Every one conversant with Schools is aware that a class of ten or fifteen pupils will make greater progress than one composed of two or three. The pupils being of about the same attainments each feels the influence of his fellows, and thus all are stimulated to high efforts and honorable emulation.

By grading it becomes possible for Trustees to give the Schools the advantage of the special talents or tastes of Teachers, especially in secondary Schools. But few persons can teach ten or a dozen branches equally well. Yet this number is often required in miscellaneous or ungraded Schools. Well managed graded Schools will be conducted by Teachers chosen for their special fitness for the departments of which they have charge.

(4) *It promotes Good Order.*—From the very nature of their organization, graded Schools admit better system and discipline than is possible in miscellaneous Schools. When large and small pupils are taught in the same apartment, many sources of disorder arise which their separation would remove. The easiest School to govern, other things being equal, is one composed of pupils of nearly the same attainments and years.

(5) *It prompts the Ambition of Pupils.*—The pupil knows that there are higher departments of the School; he sees his companions transferred to them, and he naturally gives himself to diligent study to hasten his own promotion. If judiciously managed, the constant spur of such a motive may be made a powerful element of success in School work.

(6) *It renders it possible to give considerable Instruction in the Higher Branches of Learning.*—There is but one opinion among those who are competent to judge, as to the value of what are called the higher branches of education; and that is, that no one is able to appreciate the true worth of knowledge who neglects the study of them. To develop the talents of our people, and to place the children alike of the poor and the rich on the road to liberal learning, the course of study must be sufficiently extensive to embrace at least the elements of several of the higher branches. But this cannot be done in a satisfactory degree, in a miscellaneous School, without neglecting those branches of study which must always hold the first place in the Schools. To do justice to reading, writing, arithmetic, geography, history, composition, and English grammar, is well-nigh the utmost limit of the Teacher's ability. The law, therefore, most wisely requires the grading of the Schools in all populous places, otherwise the education of the vast majority of our people would of necessity stop at this point.

(7) *It brings the means of an Advanced Education within the reach of the Homes of a large number of children.*—It has been shown that by the grading of Schools the elements of an advanced education can be taught with a good degree of success; and this, in very many cases, removes the necessity of children leaving home to obtain an education. The dangers of School-life generally increase in proportion to the distance the child is removed from the family. A system adopted to secure a good education, and which at the same time permits the pupil to be under the immediate charge of his parents, must commend itself to every right-thinking parent and earnest educator.

REMARK 2.—Only in thickly settled rural districts, in villages, towns, and cities, is it possible to have graded Schools. Yet the Board of Education wishes to point out to the inhabitants of all Districts having a School attendance of upwards of fifty children that the law, in requiring class-rooms and assistants,

designs to realize for their Schools the nearest approximation to regular grading that is possible in the circumstances. The arrangement in these Districts should be as follows:—

(1) Whenever from fifty to eighty pupils can be brought together, the Law requires that there be sufficient sittings for all of them in the School-room and that there be a good class-room attached. The Teacher is to have the direction and control of the whole, while the assistant is to render aid by drawing off, from time to time during the day, classes into the smaller room. The assistant's work should mainly be drill upon lessons previously taught by the Teacher. The leading pupil of a class, provided the class is in advance of the primary grades, can often do more in the way of drill than a regularly employed assistant.

(2) Where there are from eighty to one hundred pupils in attendance, sittings are to be furnished for them all in the School-room, and two class-rooms are to be provided off the School-room. One Teacher and two assistants are required. If the number of pupils reaches one hundred or upwards, it will generally be found best to provide two apartments (under the same roof, if possible) and to classify the pupils into a primary and an advanced department, with a Teacher for each. The employment of a second Teacher will secure to the Trustees about thirty dollars more annually from the County Fund.

(3) Where a class-room assistant is employed, it is strongly recommended to Trustees to secure the services of one who holds a Provincial License. An assistant, unless trained, is ill qualified to teach Primary Classes.

Of the School Meeting.

REFERENCES TO THE ACT.—The day [Second Thursday in October], hour, place, and notices, for the Annual District School Meeting, secs. 48, 49, 54; [but Inspector may, in certain cases, call an Annual Meeting at any time]. Special and General School Meetings may be held as specified in secs. 56, 57.

Continuation and adjournment of School Meetings, sec. 54.

ORDER OF BUSINESS, ETC.

One of the Trustees or their Secretary, or a person authorized in writing by the Trustees or by the Inspector, to call any School Meeting to order, and to act as temporary Chairman until the election by qualified voters of a regular Chairman (who must be a qualified voter), sec. 50.

Rate-payers entitled to vote, secs. 51, 53.

Declaration in case of a voter being challenged as unqualified, sec. 53.

Duties and powers of the Annual School Meeting:—

1. To elect, from among the qualified voters present, a Chairmen of the meeting; his duties, sec. 52.

2. To elect (if the Secretary of the Board of Trustees, who is by law Secretary to the District School Meeting also, sec. 52, is absent, or if there is no Secretary of the Board at the time) a Secretary to record its proceedings, sec. 52.

3. To receive (after the first annual meeting) the written report of the Board of Trustees (which may be presented by one of the Trustees, or by the Secretary to the Trustees) as to the educational condition of the District, the receipt and expenditure of all School moneys, and the requirements and needs of the District for the ensuing year, sec. 83 (1).

4. To receive (after the first annual meeting) the Auditor's Report upon the Trustees' Accounts, sec. 85.

[5. To create by lot, at the *second* and *third* annual meetings, a vacancy in the Board of Trustees, secs. 60, 62.]

6. To elect, from among the qualified voters, *three* Trustees at the first meeting, sec. 59; and at subsequent meetings *one* to fill the regular vacancy occurring in the Board, sec. 61, Teachers not to be Trustees, sec. 69. Each Trustee to hold office three years; exception, sec. 61.

7. Declaration of office by the newly elected Trustee or Trustees (secs. 64, 65.)

8. To elect an Auditor of the School Accounts for the ensuing year, secs. 47, 55.

9. The District Assessment List to be available to the School meeting for reference, sec. 84.

10. To determine what amount shall be raised by the District during the ensuing year for any or all the objects authorized by the Law, as specified in secs. 23, 55; and if any sum is included for the purchase or improvement of grounds, or for the purchase or erection of School buildings, or the purchase of furniture, to authorize the Trustees to borrow the money (if so desired), and to fix the period (not to exceed seven years) within which the amount borrowed shall be collected from the District in equal yearly instalments, secs. 11, 72 (2), (or a longer period upon order of the Board of Education, 49 Vic., Chap. V.)

11. To authorize the Trustees to dispose of any School property owned by the District, if so desired, sec. 72 (1).

12. To make provision for establishing Superior Schools, sec. 90 (4); Grammar Schools, sec. 91 (4).

The Secretary's Minutes must be read before the close of the meeting, sec. 52, be signed by the Chairman and Secretary, and transmitted to the Board of Trustees within ten days, sec. 52.

[In case a District fails to exercise its rights of electing Trustees (sec. 66), or in case any Trustee neglects or refuses to act (secs. 66, 68), the Inspector is to appoint Trustees or a Trustee, on the requisition of seven ratepayers, or by direction of the Board of Education, or the Chief Superintendent, sec. 68.

Penalty for a Trustee refusing to act, sec. 63.

The Minutes of the School Meeting are to be permanently preserved by the Board of Trustees, but an accurate *copy* of them is to be forwarded by their Secretary to the Inspector of Schools, immediately after the meeting.

Of the Salaries of Teachers.

REFERENCES TO THE ACT.—The funds for Teachers' Salaries to be provided from *Three Sources*, sec. 11, viz.

1. *From the Provincial Treasury*, at the following rates for the School Year:—

(1) According to the Class of License held by the Teacher:

(1)	**First Class Male Teachers,**	**$135.**
(1)	**Second Class Male Teachers,**	**108.**
(1)	**Third Class Male Teachers,**	**81.**
(1)	**First Class Female Teachers,**	**100.**
(1)	**Second Class Female Teachers,**	**81.**
(1)	**Third Class Female Teachers,**	**63.**

Class-room Assistants regularly employed *four hours a day* to receive one-half of the above amounts, according to the Class of License.

Teachers and Class-room Assistants (as above) employed in Districts which are entitled to special aid as poor Districts, to receive for the following School year, at a rate exceeding the grants above named, sec. 46.

One-half of the Provincial Grant according to Class of License to be paid TO THE TEACHERS and Assistants semi-annually, or ratably according to the number of legally authorized teaching days the School shall have been satisfactorily taught, sec. 12.

2. *From the School Fund provided by County Assessment*, to be apportioned TO THE BOARD OF TRUSTEES of the School Districts, within each County, as follows:—

(1) At the rate of $30 for the School year, in consideration of each licensed Teacher employed, *of whatever class.*

(2) The balance by an equal rate per pupil, according to the average number of pupils in attendance at School and the number of teaching days the School has been opened.

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—*Form of Teacher's* Agreement:* Each
l assistant, before entering on duty in any
a written agreement with the Board of Trustees
g a duly executed copy of the same), in accord-
wing form:

* See affidavit of Teacher, Sec. 89 of this Manual.

First. — CONTRACT made this day of A. D. 18 , between (*name of Teacher or Assistant*) holding a valid license of the class, granted under the authority of the Board of Education of New Brunswick, hereinafter referred to as the Teacher, of the one part; and "The Trustees of School District Number in the Parish (*or* Parishes) of in the County (*or* Counties) of ," (*or* "The Board of School Trustees of Saint John," *or* Fredericton, etc., *as the case may be*) hereinafter referred to as the School Corporation, of the other part.

Second. — The Teacher, in consideration of the below-mentioned Agreement by the School Corporation, hereby agrees with the School Corporation diligently and faithfully to teach a School in the said District during the School Year (*or* Term) ending on the thirty-first day of December (*or* the thirtieth day of June, *as the case may be*) A. D. 18 , (or as much thereof as is herein specified.)

Third. — And the School Corporation agrees with the Teacher, licensed as aforesaid, to pay the Teacher in half-yearly instalments (*or* quarterly, *or* monthly, *as may be agreed upon*), at the rate of dollars for the School Year (*or* Term, *as the case may be*), exclusive of the Provincial allowance to be received by the Teacher from the Chief Superintendent.

Fourth. — And it is mutually agreed that this Contract shall continue from School Year to School Year,* unless notice in writing of an intention to terminate the same shall be given by either of the parties hereto one month before the date specified in the foregoing clause second, or, failing such notice, then one month before the time to which the same is continued by this clause.

Fifth. — And it is mutually agreed that both parties to this Contract shall be in all respects subject to the provisions of the Chapter of the Consolidated Statutes relating to SCHOOLS, and any Acts in amendment thereof, and in addition thereto, and the Regulations thereunder made by the Board of Education.

In testimony whereof, the said parties have hereunto set their seals.

A. B. [*Name of Teacher.*].....[*Seal.*]

C. D.
E. F.
G. H. } [*Name of Trustees or a majority of them; or, in Cities or incorporated Towns, of the Chairman.*] } *Corporate Seal.*

Witness — I. K.

Regulation 3. — *Fixed Salaries:* The amount which the Board of Trustees of any District is to receive from the County Fund being largely dependent on the regularity with which the pupils are kept at School, and therefore unknown at the date of the written agreement (Reg. 2) to be made with any Teacher or assistant, the Chief Superintendent is not to recognize any Contract by which a Teacher or assistant may agree to receive such unknown sum as a portion, or the whole, of his or her remuneration from the Trustees; but shall require that a fixed and definite sum or rate be distinctly named in each and every agreement.

*The School year ends December 31st. Reg. 18.

Regulation 4.—*Attendance, and County Fund to Boards of Trustees—Limitation:* In the semi-annual apportionment of the County Fund to the various Boards of Trustees, the Chief Superintendent is not to recognize any attendance on a department or School in excess of an average of *fifty* pupils daily present for the time the department or School has been open during the Term, unless in the case of cities, towns, villages, and populous rural districts, it shall appear that the whole number of pupils registered in the department did not exceed fifty-six; and in the case of rural districts generally, that the requirements respecting the number of sittings in the School-room, and the employment of class-room assistants, have been duly regarded.

Of School Buildings and Furniture.

REFERENCES TO THE ACT.—Extent and character of accommodation to be provided, secs. 73 (1), 104 (5).

The Board of Education empowered to prescribe plans for the construction and furnishing of School houses and arrangement of School premises, sec. 5 (5).

School buildings and furniture to be provided by District assessment, sec. 11, by purchase, lease, the alteration or repair of existing accommodation, if not already sufficient, or by the erection of new buildings, or the purchase of new furniture, secs. 23, 73.

Money may be borrowed by the District for the *purchase* or *erection* of School buildings, and for the purchase of School furniture, secs. 11, 72, (3); and by cities and certain incorporated towns, for the purchase or erection of School buildings, and *when authorized by the Council*, for the permanent improvement of buildings and premises, and the purchase of furniture, sec. 104.

Existing School houses *owned in shares* may be sold by vote of the majority in interest of the owners, sec. 102.

Trustees are to erect and furnish School houses by contract; to have a corporate interest only in any such contract; to exercise all their corporate powers for the fulfilment of all agreements made by them; to hold School buildings in trust for the District, and to keep them in good order and repair [as authorized by the School meeting]; to sell or dispose of the same [when authorized by the District]; and to keep the School buildings and furniture insured [when authorized by the School meeting], secs. 72, 104.

Regulation 5.—*Capacity of School-room:* At least 150 cubic feet of air are to be allowed for each sitting provided.

REMARK 1.—The height of the smallest School-room should be twelve feet, and this should be increased even up to sixteen feet in the larger houses. ***Two hundred and fifty cubic feet of air for each sitting*** is better than one hundred and fifty.

REMARK 2.—In building new houses, sittings should generally be provided for about one-quarter of the entire population of the District.

Regulation 6.— *Wardrobes:* A hall or room separate from the School-room, for depositing hats, cloaks, etc., and supplied with hooks or pegs, regularly numbered, should be provided for each School or department; and wherever the building will permit, two such rooms should be supplied, one for the use of the boys and the other for the use of the girls.

Regulation 7.— *Form of Desks and Seats:* Whenever new furniture for pupils is procured by the Board of Trustees of any District, it is prescribed that the desks do not accommodate more than two pupils each; that the seats for the same have suitable backs, and be so graduated with respect to height that the pupils of different ages may be able to sit with their feet squarely upon the floor.

REMARK 1. — The physical comfort of the pupils is necessary to their mental improvement, while good order is impossible where there is constant uneasiness and discomfort. Seats without backs and ungraduated produce suffering and even distortion. To relieve the over-strained muscles, unnatural postures are assumed by the children, and crooked spines are a probable result.

REMARK 2. — The best arrangements for seating School-rooms is that of single or double desks, placed in parallel rows, with aisles between of sufficient width to permit passage. By this plan the pupils all face the Teacher's desk, and are able to give direct attention to the Teacher. Benches do not afford the necessary support to the body, and are not adapted to an efficient organization of the School. They may, however, be used with advantage in class-rooms, and for the supply of extra seats for visitors at examinations. Care should be taken to fasten the common double desk firmly and neatly to the floor.

REMARK 3. — Trustees and Teachers will find the following table of service in graduating the height of seats and desks, and in arranging the furniture in rows:—

Age of Pupils.	Height of Chairs or Seats.	DESKS.				Space between Desks for Chairs or Seats.
		Height of side next to pupil.	LENGTH OF		Width.	
			Double Desks.	Single Desks.		
5 to 6 years,.....	11 inch.	21½ inch.	36 inch.	18 inch.	12 inch.	14 inch.
6 to 8 "	12 "	22 "	36 "	18 "	12 "	14 "
8 to 10 "	13 "	23 "	40 "	22 "	12 "	14 "
10 to 12 "	14 "	24½ "	46 "	24 "	15 "	17 "
12 to 14 "	15 "	26 "	46 "	24 "	15 "	17 "
14 to 17 "	16 "	27½ "	46 "	24 "	15 "	17 "
17 and upwards, ...	17 "	29 "	48 "	26 "	18 "	17 "

A space of four to five feet, extending across the room, should be left between the Teacher's platform and the pupils' desks. From one and a half to two and a half feet should be allowed for aisles between each row of desks, and, if possible, the aisles next to the walls of the room should be three feet. When single

desks are used, eighteen inches to two feet between the rows will be sufficient. The size of the pupils for which any room is intended must determine the width of the aisles between the desks.

REMARK 4. — There should not be any windows in rear of the Teacher's platform, and little or no light should be admitted from the opposite side of the room. The desks should always be so placed that the pupils may face the entrance of the room. The entrance and exit of pupils or visitors attracts the attention of the School. If the backs of the pupils are towards the entrance the pupils will turn round whenever the door opens or closes, presenting an unseemly appearance, as well as seriously interfering with the study and recitation. Also, when strangers or others visit the School, or call at the School-room, the Teacher is obliged to receive them at the rear end of the room, instead of the front — which is awkward and inconvenient. Further, the door or doors leading to the wood-house or back yard are more convenient at the rear of the room, and this can only be when the arrangement of the room fronts the entrance.

Regulation 8. — *Ventilation:* It is required that every School room have ample provision for the admission and circulation of pure air, and the escape of impure air.

REMARK 1. — Without proper ventilation the School-room must be an unhealthy place, and one pervaded by bad odors. Nothing but a continuous supply of pure air can prevent restlessness and nervous irritability on the part of both Teachers and pupils; headaches, bronchitis, and weak lungs; a sluggish vital action, depriving pupils and Teachers of half their mental activity; and weariness and exhaustion of all the members of the School during the latter half of each day. The only reason why life is not destroyed in some School-houses is the loose and imperfect construction of the buildings.

REMARK 2. — Economy in the use of fuel, equal distribution of heat through the room, and a plentiful supply of pure and properly tempered air, are problems involved in securing a proper system of ventilation. Open fire-places cause a free circulation, but the heat is unevenly distributed, and there is great loss of heat up the chimney. Stoves consume much less fuel, but the heat is not evenly distributed, and there is almost no ventilation connected with the process of heating. Windows open at the top admit the air freely, but the cold current settles at the bottom of the room, and keeps the feet of the pupils uncomfortably cold. On its way it strikes the unprotected necks and shoulders of many of the pupils, causing cold like any other draught. An opening in the ceiling is often made, but when it merely connects with a room overhead, no currents are created and no ventilation is induced. When the outlet is through a flue directly into the outer air, the hot air at the top of the School-room is drawn off, and the foul air below remains. The air is changed but little, while the waste of heat is very great. Two separate flues from the ceiling, or the division of a single flue into several parts, are frequently employed. This plan secures an upward current through one and a downward current through the other, and causes a change of air in the room. But when a door or window

is opened the descending current ceases, while the hot air continues to ascend. This method of admitting cold air exposes pupils to draughts and cold feet, as in the case of admission by the windows, and there is a great loss of heat.

In School-houses not having an economic and efficient method of ventilation the air in the School-room must be thoroughly changed at each recess by opening the windows and doors. During School time, while the pupils are seated, the windows opposite the wind can be opened just sufficient to allow the escape of hot air, but not to admit cold air. By causing the pupils to rise from their seats and engage in physical exercises the windows can be safely opened at both the top and the bottom. In summer, good ventilation can be constantly had by means of the doors and windows, *but care must be taken to protect the pupils from draughts.*

Regulation 9.— *Outhouses:* It is required that separate and commodious outhouses be provided and kept in a cleanly condition for the use of pupils of different sexes.

REMARK 1.—The outhouses should be commodious, inoffensive, and screened from public observation. A high tight board fence should extend from the centre of the rear of the School-house to the farther edge of the lot, dividing the rear grounds into two parts. The outhouses should not be placed close beside this fence, but at a little distance from it, and sufficiently far from the School-house to secure their being inoffensive to the School in warm weather. The approaches should be guarded by a suitable screen or hedge.

REMARK 2.—Each outhouse should be supplied with a well-stoned vault, about five feet deep, so arranged as to admit of being cleaned out. Care should be taken to prevent the water running into the vault from off the roof; access to the vault, therefore, must be provided at the *end* of the building.

In the buildings for each sex the seats should have lids hung with strong butts, and the vaults should be ventilated by a hollow wall opening into a chimney on the top. The buildings should be well plastered and painted, and finished in the same general style of architecture as the School-house. The plaster should be left very rough, and a heavy coat of coarse sand should be mixed with the paint, *to render scribbling and obscene sketching impossible.*

REMARK 3.—Locks should be placed upon the doors, so that the outhouses cannot be entered except during hours when the Teacher can have them under his personal supervision. When constructed after the plan indicated Trustees can properly hold Teachers responsible for keeping the outhouses in good order.

REMARK 4.—A shed for storing wood, and a covered play-ground for the use of the pupils in cold and stormy weather, will be found to contribute much to the comfort of the School.

REMARK 5.—If any District is unable to erect a framed house, the Board of Education would urge the building of a log house. Separate entries, play-ground and outhouses for boys and girls can readily be provided in connection with such a School-house. So, too, of the prescribed shape and size of the rooms; the form and heights of the seats and desks, and their arrangement on

the floor, and the distribution of windows in the walls; while a good fire-place will secure ventilation in the winter, when windows and doors cannot be used for this purpose.

Of School Grounds.

REFERENCES TO THE ACT.—Board of Education empowered to prescribe the arrangement and order of School premises, sec. 5 (4); Grounds to be provided by District Assessment, sec. 11; by purchase and by lease, secs. 23, 72.

Money may be borrowed by the District for the *purchase or improvement* of School grounds, secs. 11, 72.

Grounds to be selected by the Trustees [and sanctioned by the Inspector], and may be taken in certain cases without the consent of the owner. Grounds to be held in trust for School purposes by the Trustee-Corporation, who may sell, or dispose of the same, when authorized by the School meeting, secs. 72, 104.

Regulation 10.—*Location:* The School-house should be located at a distance from all sources of malaria, such as swamps, stagnant water, and the noxious gases generated by some manufactories. It should also be situated away from the dust of the street, and the noise of the mill, the workshop or the railway station. A dry, airy position (with a very gentle slope and a southern exposure, if possible), commanding as attractive a prospect as natural facilities will permit, will be found best adapted for School purposes. It is indispensable that the ground be thoroughly dry, and if not so naturally, that it be well drained. For the moral health of the pupils the School-house should never be placed in view of even occasional scenes of brutality or debauchery. In choosing School sites, Trustees and Inspectors* are to secure those of readiest accessibility to the majority of the people to be accommodated, subject to such modifications as a due regard, in any District, to the foregoing considerations may require.

Regulation 11.—*Size of Lot:* In the country, School grounds should be an acre in extent, but not less than half an acre; in villages not less than a quarter of an acre; and in towns not less than one-eighth of an acre. Separate play grounds are required for girls and boys.

REMARK 1.—Ample grounds should be provided wherever possible. Exercise is as essential to the health of children as air is to their life, and every School should have suitable grounds for games and amusements. The relaxa-

* The sanction of the site by the Inspector should be in writing, and the Trustees should preserve the paper among the public documents of the School District.

tion and stimulus arising from physical exercise in the fresh air, at certain intervals during the day, are productive of a very salutary influence upon the intellectual vigor of the pupils in their School work. Higher benefits are also secured by good play-grounds. They furnish an arena for the display of the real tempers, dispositions, habits and manners of the pupils. The Teacher, while superintending the pupils in the play-ground, will often obtain knowledge which, in his subsequent instruction, he can turn to the best account, both in the encouraging of what is right and in the dissuading from what is wrong; in a word, in the moulding of moral character.

REMARK 2. — In a lot of one acre, sixteen rods front and ten deep is a convenient form. Any other form might be adopted, and the nature of the ground will often render some other preferable. Whatever may be the width or length, the School-house should be placed in the centre of the front, and at a little distance from the highway. A high close board fence, extending from the rear of the School-house to the rear of the lot, will make a suitable division of the play-grounds.

Regulation 12. — *Walks:* In order to the health and comfort of the pupils in wet weather, and to the cleanliness of the School-room, a suitable plank or gravel walk should extend from the highway to the front door of the School-house. Similar walks are also required from the School-house to the outhouses.

Regulation 13. — *Improvement of Grounds*: Rough or wet grounds are to be rendered as smooth and dry as the nature of the ground will permit. In effecting any such improvements, Trustees and Teachers are earnestly solicited to use every care to preserve the ornamental features of the grounds, wherever the same may not interfere with the requirements of the play-grounds.

REMARK. Oftentimes, without incurring any expense, and generally by a comparatively trifling expenditure, the School grounds may be so arranged as to be attractive to the pupils, affording them constant pleasure during their School days, and cultivating in them a taste for the beautiful in nature. For the purposes of ornament, trees are at once the most beautiful and the most enduring. "Airy and delicate in their youth, luxuriant and majestic in their prime, venerable and picturesque in their old age, they constitute in their various forms, sizes, and developments the greatest charm and beauty of the earth in all countries. The most varied outlines of surface, the finest combination of picturesque materials, the stateliest country house, would be comparatively tame and spiritless without the inimitable accompaniment of foliage. * * * Buildings which are tame or even mean in appearance, may be made interesting, and even picturesque, by a proper disposition of trees. Edifices, or parts of them that are unsightly, or which it is desirable partly or wholly to conceal, can readily be hidden or improved by wood; and walks and roads which otherwise would be but simple ways of approach from one point to another, are, by

an elegant arrangement of trees on their margin, or adjacent to them, made the most interesting and pleasing portions of the residence."—[A. T. Downing.]*

Regulation 14.—*Fence:* The School lot should be enclosed by a close picket, board, or post-and-rail fence, substantially built.

REMARK.—Pupils should not be permitted to roam at will during recess, or to play on the public highway. The School grounds, moreover, cannot be kept in order unless they are properly enclosed. The gates should be so arranged as to prevent the entrance at any time of roadside cattle.

Of Apparatus and Text-Books.

REFERENCES TO THE ACT.—The Board of Education empowered to prescribe Apparatus and Text Books, sec. 5 (5).

Prescribed Maps and Apparatus for the School-house to be provided by District Assessment, and the prescribed Text-Books for the children of poor parents to be procured by the Trustees, as authorized by the School meeting, secs. 73, 104.

If, after notice, any parent, master, or guardian refuse or neglect to furnish any child with the prescribed books required in his classes, the Trustees are to supply the books to the pupil, and the parent, master, or guardian (the same not being indigent) to be liable for the cost, secs. 73, 104.

Regulation 15.—*Apparatus:* It is required that the Board of Trustees of each School District provide such apparatus as shall be found necessary for the efficient teaching of any branch of study pursued in the School.

* The following hints are appended for the assistance of those who wish to render the memory of School life most pleasant to the children, and the School grounds great powers of refinement and important influences for good:—

In a hilly or very broken region, the tall, spiry-topped trees, like the pine, fir, spruce, as well as the cedar and hemlock, would harmonize with the general features of the landscape. The round-topped and symmetrical trees, like the oak and maple, are better adapted to the quiet scenery of a level region.

While a variety is always desirable, yet the different kinds chosen for a given spot or group should be somewhat similar in shape. A group of oak, maple and basswood, for example, would be harmonious, while one composed of Lombardy poplar, weeping willow, and fir would be incongruous.

Single trees should be such as have a graceful and beautiful outline and convey to the mind the feeling of completeness. The drooping elm, as a single tree, is unsurpassed for grace and beauty, when sufficient space is left for expansion. It is specially adapted to a level or moderately hilly region. The maple, basswood, and yellow birch are admirable either as single trees or as members of a group.

Groups may consist of several kinds of trees that are harmonious in character, planted so closely together that at a little distance they have the appearance of a single object. They should always be composed of one principal tree, larger and taller than the rest, with the others grouped around it as subordinates. The oak is one of the noblest trees as the central object of a group.

The single trees and groups should be so disposed about the School premises as not to interfere with the play-grounds, and at the same time to produce as great a variety as possible in the appearance of the landscape. If the situation is a fine one, openings should be left to afford views of distant objects, such as a lake, river, mountain, or the sea; all of which objects will appear more beautiful seen through a vista, bounded by the shifting foliage of the trees.

Shrubs should be planted in curved lines, in such a manner as to completely screen the approach to the outhouses, and to cover up such portions of the buildings as should not be exposed to public gaze.

Wherever the site of the School-house is in an exposed position the grounds should be protected by a thick-set row of white spruce.

PRESCRIBED APPARATUS.

Reading: Set of Royal Wall Cards, for class use, to introduce the prescribed Primer.

Reference Books for the School-room: A large English Dictionary, a Biographical Dictionary, a Gazetteer.

Singing: Mason's Series of National Music Charts.

Industrial Drawing: American Drawing Models.

Modern Geography: A Terrestrial Globe.
Walker & Miles's Map of the Maritime Provinces.
Wall Maps—Canada Publishing Company.
Rudiman, Johnston & Co.'s Political Map of the Dominion of Canada, and Map of Geographical Terms—the latter to be used in all Primary and rural Schools.
Loggie's Map of New Brunswick, published by J. & A. McMillan.
Murby's Political and Physical Wall Maps.

Ancient Geography: Johnson's Wall Maps: Orbis Veteribus Notus, Italia Antiqua, Græcia Antiqua, Asia Minor Antiqua, Orbis Romanus.

Natural History: Prang's Natural History Series (*Set*).

NOTE. These aids for oral lessons on Animals and Plants comprise illustrations of two sizes, drawn and colored from nature. Each representative large picture is accompanied by twelve smaller ones (with outlines of subject matter of instruction), showing other animals having the same general structure, and belonging to the same family. The series is adapted for use in Schools of every grade, and any Teacher of average ability and skill can use it successfully. One complete set will serve a large graded School by a timely exchange of illustrations between the teachers.

General Apparatus: The prescribed Register, a small clock, hand-bell, thermometer, ball frame, blackboards,* chalk, rubber,† pointers.‡

* Blackboards should extend around the walls of the School and Class-room.

"Liquid Slating" makes a superior blackboard surface. It is sold in cans. Care should be taken to have a smooth, firm and dry surface on which to spread it.

† Rubbers, for wiping the chalk from the blackboards, can easily be made from lamb skins cured without the removal of the wool.

‡ Pointers should be tipped with a bit of soft leather or rubber, to prevent the surface of maps from being scratched and destroyed.

§ The Teacher should add to this "general apparatus," by diligent effort, a collection or cabinet of curiosities and common things. It will form an unfailing source from which important lessons may be drawn. Such a collection should contain specimens of the different metals such as iron, lead, copper, tin, and zinc; of the principal minerals which enter into the composition of the rocks, such as quartz, mica, hornblende, limestone, and gypsum; of the most common chemical products, such as salt, saltpetre, copperas, alum, and soda; of all the minerals in the neighborhood, such as pebbles, fragments of the rocks, clay, sand, and especially such rocks as contain fossils; of the vegetable world, consisting of the leaves and flowers of all the plants and trees of the vicinity; the different kinds of wood, both with and without the bark; the different grains, like corn, wheat, rye, buckwheat, oats, barley and rice; other articles of food, like sago, tapioca, Irish moss, capers, etc., and the different articles for household use, like flax, hemp, cotton, gums, spices and fruits; of the products of the sea, such as shells, sponges, coral, whalebone, etc.; of the most common animal products, such as wool, hair, wax, bone, ivory, horn; and of manufactured articles, as linen, woollen, cotton, and silk fabrics, leather, paper, parchment, bits of crockery, porcelain, and glass work, and indeed specimens of everything used in the domestic arts.

Special apparatus: For use with young children: blocks representing geometric solids; the conventional standards of measure and weight; illustrations of the colors, with shades and tints; and a box of colored crayons for special blackboard use. An advanced Common School should be provided with large physical and political maps of each country for the study of its Geography; charts for the study of History and Natural Philosophy; and where it can be afforded, some Chemical apparatus and instruments for Surveying and Navigation. In addition, for use in Superior, Grammar, or High Schools, Physiological Diagrams, both vegetable and animal; and a Celestial Globe. The following will also be found convenient; a tellurian, a magnet and small galvanic battery, and an orrery.

REMARK 1. — Hooks should be fastened to strips upon the walls, from which maps and charts may be suspended. A closet should be provided for preserving the apparatus when not in use.

REMARK 2. — Some Teachers have little or no idea of the necessity of apparatus for the purpose of establishing facts and illustrating principles. Others have a mistaken notion that a large amount of costly apparatus is necessary to the success of the School. No money should be wasted in the purchase of useless articles, but the things essential should always be furnished. The ingenious Teacher will usually explain and illustrate his lessons by the aid of such common things as can be readily obtained. Expensive apparatus for illustrating principles of natural philosophy is beyond the reach of most country Districts; but almost every necessary experiment can be performed with articles procurable in the neighborhood. The lever, the compound lever, the pulley, the wheel and axle, the inclined plane, the wedge and the screw, may all be illustrated by the common steelyard and a couple of pulley-blocks, a wheel or two from an old clock, and a wooden screw. Hydrostatics and Hydraulics can also be illustrated by a few tin tubes, or bits of lead pipe, and vessels of wood or tin, if the Teacher has zeal and a little ingenuity. Pupils should be encouraged, also, to make experiments themselves with apparatus of their own devising.

Regulation 16. — *Text-Books:* In a system of non-sectarian public Schools it is necessary that both the subject and matter of instruction be such that all denominations of Christians in the Province can participate in common in the same. It is generally conceded, also, that the very great educational advantages secured by a uniformity of good text-books (especially in rendering practicable an efficient classification of the pupils, by which their progress is greatly promoted), far outweigh any possible disadvantages that may occasionally accrue to individual parents, pupils, or teachers; and where Schools are liable, as in New Brunswick, to frequent change of Teachers, such uniformity is of enhanced importance. As the purchase of text-books must always be a considerable, and to many parents a serious item of expense, it is important that the text-books

used should be as few in number as is consistent with the end to be attained; and whilst every care is to be taken that they always be the best of their kind, they should be changed as seldom as all the interests involved may seem to require. Regarding the foregoing considerations as involved in the exercise of the power and authority conferred upon it in this behalf, the Board of Education, reserving to itself the right of adding to or removing from the following Lists any book as it may deem necessary, prescribes the books specified therein as the text-books for the use of Schools. The following declarative provisions concerning the duties of parents, masters, guardians, Trustees, and Teachers in respect of text-books shall be read as a part of this Regulation:—

(1) Parents, masters, and guardians are to provide their children in attenddance at School with the books prescribed for the use of pupils, as may be required from time to time by the course of instruction pursued in the School.

(2) The Board of Trustees is to see that the pupils are properly supplied with the prescribed books, and that no books unauthorized by this Regulation are used; and if, after notice from the Trustees, any parent, master, or guardian refuses or neglects to supply his children with the necessary books prescribed for pupils, the Trustees are to provide the books for such children, and (with power to exempt indigent persons) the cost thereof may be collected from the parent, master or guardian, by warrant of the Trustees, as in the case of assessed rates.

(3) The Teacher may not require or permit any pupil to procure or use as a School text any book not included in the List of text-books prescribed for the use of pupils; but he may at any time request pupils to consult, by way of reference, any text-book prescribed for the use of Teachers, or any book permitted in the School Library by the provisions of Regulation 33.

(4) The Teacher is not prohibited from illustrating and amplifying, from any source, the subject-matter of any prescribed text-book, or the subject of any oral lesson, provided always that in any instruction or exercises to this end, he intelligently and conscientiously avoids any infringement of the provisions of Section 102* of the Act.†

(5) Excepting the pupils' exercises arising out of the method of instruction pursued in the several subjects, and original exercises of pupils in composition, the Teacher is prohibited from requiring any pupil to read, sing, learn, or recite portions of prose or verse not contained in the text-books prescribed; but he may permit or request the occasional reading, singing, learning, or recitation by pupils of other portions of prose or verse, provided always that before giving such permission or making such request, he carefully ascertains that any such portion of prose or verse is not objectionable in form or immoral or disloyal in sentiment, and that its use in connection with School exercises is not forbidden by the provisions of Section 102* of the Act.†

*Section 121 of this Manual.

†*Section* 102 *of the Chapter of the Consolidated Statutes relating to Schools:* "All Schools conducted under the provisions of this Chapter shall be non-sectarian."

(6) The Teacher is personally responsible for the faithful execution of the requirements of the provisions of the foregoing clauses (3), (4) and (5), and for the manner in which he exercises his discretion thereunder.

(7) For use in advanced classes the Board of Education has prescribed certain portions of English, Latin and Greek classical authors, and designated cheap texts of acknowledged excellence for the use of pupils. Should any pupil, however, already possess another edition of the prescribed portions of these authors, such edition may, on the approval of the Teacher, and with the view of avoiding unnecessary expense to the parent, be substituted for the particular edition designated by the Board of Education.

(8) In any School in which it may be practicable to further the study of the English Classics, the Board of Education will, from time to time, carefully consider the application of the Teacher, or of the Board of School Trustees, in the case of Cities and Incorporated Towns, asking authority to introduce other portions of English classical authors of the "Clarendon Press Series," "Rivingtons' School Classics," Chambers's or Rolfe's, provided (*a*) that the Readers and other English literary texts already prescribed for the use of pupils have been carefully studied by the class; (*b*) that adequate reasons are given for the use of an additional text; (*c*) that not more than one such supplementary text be introduced into any class or grade in any Term; and (*d*) that a copy of the proposed text be transmitted by the Teacher, or Board of School Trustees (as the case may be) with the application. An equal discretion in respect of texts, and subject to the same conditions in its exercise, is allowed in behalf of *advanced* classes in the Latin and Greek languages. It is to be distinctly understood that the study of extra portions of English, Latin and Greek classical authors is not to be prosecuted in any School to the neglect or detriment of other School studies of equal or greater advantage to the pupils. Any application in the above behalf is to be made through the Chief Superintendent at least one month before the beginning of a School Term, and no proposed text shall be introduced into any School until the written authority therefor of the Board of Education, under the hand of the Chief Superintendent, has been received by the Teacher, or the Board of School Trustees (as the case may be); and any text so authorized shall thereafter be regarded as a prescribed text, during the pleasure of the Board of Education, for use only in the specified class or grade of the School or department for which it was authorized, and shall only be used as a supplementary to the regular texts.

I.—List of Text-Books Prescribed for Pupils.

English Reading Books:

The Royal Readers (N. B. School Series), viz: The Primer, and Readers Nos. I, II, III, IV, V, VI.

English Classics: [See preceding paragraph (7)].

Wordsworth's Excursion, Book I, *The Wanderer* (Rivingtons' English School Classics).

Pope's *Essay on Man* (Clarendon Press Series).

Shakespeare's *Merchant of Venice*, *Hamlet*, or *Julius Cæsar* (Clarendon Press Series, or Chambers's).

French and English Reading Books: (N. B. School Series), viz:
The Primer, and First, Second, and Third Readers.

NOTE.—The Primer and the Readers have been specially prepared for use in Schools composed of French children, or of both French and English children. The same lessons are printed in French and English, on opposite pages. These texts may also be used with advantage in any English School in which French is taught.

Spelling Book:
Manning's Classified Speller (N. B. School Series).

English Grammar:
Robertson's (N. B. School Series).

English Composition:
Dalgleish's, viz:
Part I. Introductory Text-Book.
Part II. Advanced Text-Book.

NOTE.—The lessons in the Readers are adapted to exercises in Narrative composition (see Preface to Nos. III and IV). Narrative composition exercises regularly pursued in connection with the lessons contained in Nos. II, III, and IV will furnish the best preparation for the study of Dalgleish's Text-Book.

English Dictionary:
A small Dictionary for use as a hand-book.

Music:
Campbell's Canadian School Song Book.
Mason's National Music Readers, First, Second, Third, and Fourth.

Arithmetic:
Hall's Elementary Arithmetic.
Introduction au traite D'Arithmetique Commerciale, revised and corrected edition, published by C. Darveau—(text in French).
Advanced Arithmetic.

Book-Keeping:
Eaton & Frazee's Elementary Treatise for Schools.
Eaton & Frazee's Blank Forms (for use with Book).

Algebra:
Todhunter's Algebra for Beginners.

Plane Geometry:
Hamblin Smith's, Books I–IV, 50 cents. Books I–VI and XI and XII, 90 cents.

Natural Philosophy:
Wormell's.

Solid and Spherical Geometry:

Elements of Plane Trigonometry:
Wentworth's.

Nautical Astronomy:
Young's.

Writing:
McMillan's New Brunswick Writing Books.

Industrial Drawing:

Walter Smith's First and Second Series of Cards, and Drawing Books.

Modern Geography:

Calkin's Introduction to Geography (N. B. edition).

Modern School Geography and Atlas (Canada Publishing Company—N.B. edition).

Ancient Geography:

Bryce's, for use as a hand-book.

History:

Archer's Short History of Canada (McMillan's, St. John, N. B.).

The "Outlines of British History" contained in the prescribed Readers Nos. IV and V.

Thompson's History of England (N. B. School Series).

Collier's History of Rome. Collier's History of Greece.

Swinton's Outlines of the World's History (revised edition).

Economic Science:

Tanner's First Principles of Agriculture (Primer).

Brown's Element's of Physiology and Hygiene.

Macadam's Chemistry of Common Things.

NOTE.—This text contains popular information respecting the atmosphere and the soil, and their relation to plants and animals.

Natural Science:

Bailey's Elementary Natural History.

Elements of Botany; *Gray's How Plants Grow.*

Elements of Geology: Geikie (Science Primer).

Elements of Physical Geography: Geikie (Science Primer).

Elements of Astronomy: Lockyer (Science Primer).

Elementary Manual of Chemistry: Nichols's abridgement from Eliot and Storer's Manual.

NOTE.—The above texts in Natural Science, except the first named text which may be used in all Schools, are for use in Grammar and Superior Schools.

French:

Elements of French Grammar: Duval (text in English).

Grammaire Française Elementaire: F. P. B. (text in French).

Exercises Orthographiques, by F. P. B.

French and English Primer, and Readers First, Second, and Third (N. B. School Series).

Pujol's Complete French Class-Book (N. B. edition).

Latin:

First Latin Book: Bryce.

Second Latin Book: Bryce.

A Latin Grammar, for use of advanced pupils, when sanctioned by the Trustees.

Latin-English Dictionary, for use as a hand-book: (White's Junior Scholar's recommended.)

Authors, *Oxford Edition* [see preceding par. (7)].
Virgil, *Æneid.*
Horace, *Odes.*
Cicero, *De Senectute*, and *Pro Archia*, or *Pro Lege Manilia.*

Greek:
First Greek Book: Bryce.
Second Greek Book: Bryce.
A Greek Grammar, for use of advanced pupils, when sanctioned by the Trustees.
Greek-English Lexicon, for use as a hand-book: (Liddell & Scott's abridged recommended.)
Authors, *Oxford Editions* [see preceding par. (7)]
Xenophon, *Anabasis.*
Homer, *Iliad.*
Euripedes, *Alcestis.*

II. — LIST OF CERTAIN TEXT-BOOKS RECOMMENDED FOR TEACHERS.

Health:
Blaikie's Sound Bodies for our Boys and Girls.
Dr. Edward Smith's Manual of Health (Popular Science Library); and Dr. B. W. Richardson's Temperance Lesson Book.

Education:
Currie's Common School Education.
Fitch's Lectures on Teaching.
Browning's Educational Theories.
Compayre's History of Pedagogry, by W. H. Payne.
Science and Art of Teaching, by Joseph Payne.
For Grammar School Teachers: Subly's Outlines of Psychology, with special reference to the Theory of Education.

Reading and Physical Exercises:
Munroe's Manual of Physical and Vocal Training.

Spelling:
Manning's Classified Speller, special edition for Teachers.

Singing:
Mason's National Music Teacher.

Industrial Drawing:
Walter Smith's Manuals of Industrial Drawing for Teachers.

Mental Arithmetic:
Greenleaf's.

Algebra:
Todhunter's Advanced.

English Language:
History and Structure of the English Language (Royal School Series).
Brooke's English Literature (Primer).

Angus's Hand-book of the English Tongue; Angus's Hand-book of English Literature; Angus's Hand-book of Specimens of English Literature.

Agriculture:

Agricultural Class-Book, published by the Irish Commissioners of National Education.

Physical Geography:

Guyot's.

Physics:

Hotze's First Lessons in Physics (Science Primer).

Of the Conduct and Government of Schools.

REFERENCES TO THE ACT.—The Board of Education empowered to prescribe regulations for the organization, government and discipline of Schools, sec. 5 (4).

All Schools to be non-sectarian, sec. 121.

Teachers to assist Trustees of Graded Schools in classifying the pupils according to attainments, sec. 73 (2), to call the Roll twice daily; to keep a daily Register as prescribed by the Board of Education on pain of forfeiting the Provincial Grant, the Register to be open for inspection; and to teach diligently and faithfully the branches required according to the Law; to maintain order and discipline. To have a care to the health and comfort of the School; to enforce cleanliness; to report to the Trustees the appearance of any contagious disease among the pupils. To hold a public examination of the School each Term; to give notice of the same to the Trustees and parents; to notify all School meetings called by the Trustees; to make an affidavit to the Trustees' Return, secs. 86, 87, 88, 89.

Regulation 17.—*Evening Schools:* A portion of the instruction provided in any District may, if deemed desirable by the Board of Trustees, be through the medium of Evening Schools, subject to the following provisions:

(1) Evening Schools shall be for the free instruction of persons upwards of thirteen and under twenty years of age, who may be debarred from attendance at the Day School. The Trustees may admit persons upwards of twenty years of age on prepayment to their Secretary of a reasonable tuition fee.

(2) Any such Evening School shall be in Session 2½ hours; and in relation to public grants, two evening sessions shall count as one day. The prescribed Register shall be kept, and a Return of the School made by the Board of Trustees in the form directed by the Chief Superintendent.

(3) The prescribed text-books shall be used in Evening Schools, and supplied to indigent pupils under twenty years of age, in the same manner as for Day Schools.

(4) No portion of Provincial or County funds for Education shall be appropriated in aid of Evening Schools, unless taught by regularly licensed Teachers.

(5) Evening Schools shall be graded according to the attainments of the pupils.

(6) In all cases, the Board of Education would greatly prefer that the Teachers of Evening Schools should be other than Teachers of Day Schools; but where this may not be practicable, the Board of Trustees may permit the Teacher of the Day School to teach four days in the week, and Evening School three evenings in the week.

Regulation 18.— *The School Year:* In respect of Teachers' Contracts, School Returns to the Chief Superintendent, the payment of Provincial Allowances to Teachers, and the apportionment of the County Fund to Boards of School Trustees, the School Year shall end on December 31st, and shall consist of two Terms: The First Term opening on January 1st, and closing on June 30th; and the Second Term opening on July 1st, and closing on December 31st.

Regulation 19.— *Holidays:* (1) The anniversary of the Queen's Birthday shall be observed as a holiday in all Schools; also any day proclaimed by the Lieutenant Governor as a public holiday throughout the Province, and Good Friday. Also, the second Thursday in October, except in the Cities of St. John and Fredericton, and incorporated Towns organized under Sec. 105. The anniversary of the landing of the Loyalists shall be observed as a holiday in the Schools of the Cities of St. John and Portland. When the Queen's Birthday, Loyalist Day, or a proclaimed holiday, falls on Saturday, the number of teaching days in the Term shall not be thereby increased.

(2) *Arbor Day:* With a view of encouraging the improvement and ornamentation of School grounds and thereby of cultivating on the part of pupils habits of neatness and order, and a taste for the beautiful in nature the Board of Education makes the following provision:

Teachers are hereby authorized, with the sanction of Trustees, to set apart any Friday that may be deemed most suitable during the months of May or June for the purpose of improving the School grounds and planting thereon trees, shrubs and flowers, such day to be known as "Arbor Day," and when duly observed credit to be given for it as a lawful teaching day. See Remark and Notes under Reg. 13.

Arbor Day will be regarded as duly observed when the following conditions are complied with:

(*a*) That the Friday in May or June which the Inspector shall from year to year recommend to be observed within his Inspectoral District is set apart as Arbor Day.

(*b*) That Teachers who observe Arbor Day make within five days thereafter a report to the Inspector of their District, which report shall state the name and number of District, the date on which the day was observed, what improvements were made to the School grounds, the number of trees planted, number of shrubs, or number of flower beds made.

(*c*) That the Inspector forward to the Chief Superintendent a tabular synopsis of the reports of the Teachers within his Inspectoral District not later than June 30th.

(3) Saturday shall be regarded as a holiday in all Schools; but the Board of Trustees in Cities and Towns may, if preferred, allow a half-holiday on Wednesday and Saturday.

2. *Vacations:* (1) Excepting the student-teachers' department of the Normal School, no School shall be in session during the time herein designated as a Christmas vacation, embracing two weeks (ten week days other than Saturdays,) beginning on the last Saturday preceding the week in which Christmas falls.

SUMMER VACATION.

(2) Except in the Student-teachers' department of the Normal School, there shall be a Summer Vacation in all Schools, beginning on the first day of July and extending till the first Monday of August, but in rural Districts subject to Spring and Autumn freshets, or where the harvest is late, the Board of Trustees, having first obtained the formal approval in writing of the Inspector, may permit a part or the whole of the Summer Vacation to be taken at another time. The Inspector shall notify the Chief Superintendent of each approval given by him as above.

(3) In the Cities of St. John and Fredericton, and Incorporated Towns organized under Section 105, there shall be ten days additional in the Summer Vacation, with an Easter Vacation (beginning on Good Friday) of three days, the same being week days other than Saturdays. These provisions apply also to the Schools in the Towns of St. Andrews, Chatham, and Newcastle.

3. *Teaching Days:* All week days not allowed herein as holidays, or included in Vacations by the foregoing provisions, shall be regarded as Teaching Days.

4. *Substitute Days:* The Board of Trustees has, under the following circumstances, hereby authority to change in any Term some of the days specified above as teaching days into holidays, and to require the School or department to be kept in operation on Saturdays instead, viz:—(*a*) on the application of the Teacher to be allowed to employ teaching days, not exceeding two in any Term, in visiting other public Schools for the purpose of observing the methods employed, and the work done in them; (*b*) the illness or other unavoidable cause of absence from School of the Teacher; (*c*) other extraordinary circumstances which may render the substitution desirable or necessary, in the judgment of the Board of Trustees: Provided always (*a*) that no School or department shall be kept in session more than *five* days per week in any two consecutive weeks; nor (*b*) that any Teacher shall, on the average, teach more than five days per week during the period he is under engagement in any Term. Notice should always be given to the School of any substitution of days as authorized herein, and special pains taken to secure a good attendance on the Saturdays on which School shall be kept as hereby authorized.

5. *Legally Authorized Teaching Days:* The legally authorized Teaching Days shall be those only on which Schools are authorized to be open by the several provisions of this Regulation.

6. *Length of Daily Session:* The hours of teaching shall not exceed six each day, exclusive of at least an hour allowed at noon for recreation. The Board of Trustees, however, may, if it desires, restrict the number of hours to five, and for the younger children to four. A short recess shall be allowed about the middle of the morning sitting, and the same in the afternoon session, if deemed necessary. In the youngest Primary Departments or classes especially, care should be exercised that the pupils are not confined too closely or too long in the School-room. [The Board of School Trustees of St. John may, in its discretion, permit one daily session during the Winter Term; but the Board of Education reserves to itself the right of withdrawing at any time the permission herein granted.]

Regulation 20.—*Symbols or Emblems in the School Room:* Symbols or Emblems distinctive of any national or other society, political party, or religious organization, shall not be exhibited or employed in the School-room in its general arrangements or exercises; but nothing herein shall be taken to refer to any peculiarity of the Teacher's garb, or to the wearing of the cross or other emblem worn by the members of any denomination of Christians or temperance organizations.

Regulation 21.—*Privilege of Teachers with respect to opening and closing exercises of Schools:* It shall be the privilege of every Teacher to open and close the daily exercises of the School by reading a portion of Scripture (out of the common or Douay version, as he may prefer), and by offering the Lord's Prayer. Any other prayer may be used by permission of the Board of Trustees. But no Teacher shall compel any pupil to be present at these exercises against the wish of his parent or guardian expressed in writing to the Board of Trustees.

Regulation 22.—*Duties of Teachers:* It shall be the duty of each and every Teacher:—

(1) To maintain a deportment becoming his position as an educator of the young; and to strive diligently to have exemplified in the intercourse and conduct of the pupils throughout the School, the principles of Christian morality.

To this end it shall be his duty to give instruction to the School, as occasion may require, concerning such moral actions and habits as the following:

Love and Hatred.	Generosity and Covetousness.	Respect for the Aged.
Obedience, willing and forced.	Order and Punctuality.	Self-conceit.
Truth and Falsehood, dissimulation.	Perseverance.	Destructiveness.
Selfishness and Self-denial.	Forgiveness of Injury.	Tale-telling—when right and wrong.
Gentleness and Cruelty.	Patience.	Forbearance and Sympathy, due to misfortune and deformity.
Courtesy.	Justice.	
Cleanliness.	Self-control.	
Loyalty and Love of Country.	Contentment.	
	Industry and indulgence.	

(2) While employed in the discharge of School duties not to make use of any religious catechism, nor to interfere, or permit interference on the part of others, with the religious tenets of any pupil.

(3) By familiar lessons to inform his pupils of the general conditions of Health, how it may be retained and ill-health avoided. To maintain a regular supervision of the pupils in the play-ground, to repress the use of improper language, and have a care that games are honorably played; and, generally, to have a care out of School over the deportment of the pupils while absent from their homes.

(4) Not to enrol upon the School Register, in Districts having more than one department or School, the name of any new pupil in any Term without the permit of the Secretary of the Board of Trustees. The Teacher shall carefully preserve every such permit till the expiration of the Term. In the event of any pupil being transferred from one department to another during the Term, a line shall be ruled in the Register opposite (to the right of) his name, and the words "*Transferred to department*" (or *School*) written thereon. A line shall also be ruled (up to the day on which he enters) in the Register of the Teacher receiving the transferred pupil, and the words "*Received by transfer from department*" (or *School*) written thereon. The attendance of any pupil transferred to another department or (public) School *within the Term*, shall be dealt with as directed in the Register.

(5) To keep with care and accuracy the Register prescribed by the Board of Education (to be obtained by the Teacher from the Board of Trustees, and to remain their property), and to call the roll just previous to beginning the regular School work each morning and afternoon. All cases of tardiness or absence shall be carefully inquired into and noted in the Register.

(6) To furnish the pupils with constant employment in their studies, and to endeavor, by judicious and diversified modes, to render the exercises of the School pleasant as well as profitable. The Board of Education deems it very desirable that Teachers abstain from the practice of depriving pupils of recesses or nooning.

(7) To practice such discipline as may be exercised by a kind, firm, and judicious parent in his family. It is strictly enjoined upon all Teachers to avoid the appearance of indiscreet haste in the discipline of their pupils; and, in any difficult cases which may occur, to apply to the principal of the

School (if a graded one), or to the Board of Trustees, for advice and direction.*

(8) Subject to the arrangements of the Board of Trustees, to see that the School-house is kept in proper order in respect of cleanliness, neatness, heating, and ventilation; and especially that the School-room is ready for the reception of pupils at least twenty minutes before the time fixed for opening the School.

(9) To regulate the temperature of the School-room by a thermometer. In winter the temperature during the first School hour in the forenoon or afternoon should not exceed 70 degrees, nor 66 degrees during the rest of the day.

(10) To have a care that the yards, sheds, and outhouses are kept in order, and that the School-house and premises are locked at all proper times. To exercise vigilence over the public School property under his charge — the buildings, outhouses, fences, etc., furniture, apparatus, and books, — so that they may not receive unnecessary injury; and give prompt notice in writing to the Secretary of the Trustees of any supplies which may be required for the School, or of any repairs which may be required to be made to the building, outhouses, furniture, etc.

(11) To keep in a conspicuous place in the School-room a Time-table, showing the order of exercises for each day in the week or month, and the time devoted to each per day.

(12) Not to be absent from the School, except as expressly authorized by the Regulations of the Board of Education, without permission from the Board of Trustees, unless in case of sickness, in which case the absence is to be immediately reported to their Secretary.

(13) In graded Schools, to attend all meetings of the Teachers of the School called by the Principal. It shall be the duty of the Principal of each School to convene a meeting of the Teachers associated with him at least once a month for conference respecting the interests of all the departments of the School.

(14) To make an affidavit required by the Act, and furnish the Board of Trustees, when solicited by them or their Secretary, every reasonable assistance in making the Returns required by the Education Office.

(15) In case of a change from one School or department to another during a Term, the Teacher, on removal, is to deposit with the Secretary of the Trustees the required affidavit for the time taught; and such affidavit shall be attached by the Secretary to the Trustees' regular return at the close of the Term. The affidavit of the Teacher's successor is, in such a case, to include only that portion of the Term during which he has had charge of the School or department, and is to be executed on the blank form contained in the Trustees' return.

(16) To hold a public examination of the School each Term, as required by section 88 of the Act.

(17) In graded Schools, to assist the Board of Trustees when required in classifying the pupils according to their attainments.

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*The following are modes to be adopted or avoided: —

Proper. — Reproof kindly but firmly given, either in private or before the School, as circumstances require it, or such punishment as the case really warrants, administered as directed in the Regulation.

Improper. — Contemptuous language, reproof administered in passion, personal indignity or torture, and violations of the laws of health.

(18) To submit his agreement with the Trustees, and also his license, to the inspection of the Inspector or Chief Superintendent whenever required, and to supply any and all information in his power relating to his School or department whenever such is solicited by either of them.

(19) The Teacher of each department of Graded Schools shall, at the close of each School Term, promptly furnish to the Board of Trustees a full and duly attested report of the department under his or her charge, in accordance with the form supplied to the Trustees by the Chief Superintendent. All such Reports shall be forwarded to the Education Office by the Trustees, in connection with and as a part of their half-yearly return.

Regulation 23.— *Visiting Days: Teachers' Institutes: Educational Institute:* In order to facilitate the continuous acquisition of professional knowledge and skill on the part of those authorized by the Board of Education to discharge the responsible duties of Teachers, and to secure in as high a degree as possible the educational benefits contemplated by the School System, the following provisions are ordained in behalf of Teachers' Visiting Days for observation of Schools, Teachers' Institutes for the several Counties, and an Educational Institute for the Province:

1. *Visiting Days:* In the manner and under the conditions specified in Reg. 19, 4, any Teacher may, with the concurrence of the Board of Trustees, substitute two Saturdays in each Term, in place of two of the regular teaching days, in order to visit other public Schools for purposes of professional observation. Before making application in this behalf to the Board of Trustees, it shall be the duty of the Teacher to ascertain that the School or Schools he proposes to visit will be in operation on the days for which leave of absence is sought, and also to acquaint in advance the Teacher of any School which he intends to visit of the time of such visit.

2. *Teachers' Institutes:* Whenever ten or more Teachers within a County shall make written request to the Inspector in such behalf, a Teachers' Institute shall be formed for such County, the exclusive object of which shall be to promote the efficient operation of the means contemplated by the Law and the Regulations of the Board of Education for the conduct of all work pertaining to Teachers of Schools. To this end, lessons illustrative of method and management may be given, conversations and discussions had, papers read, and special instruction given in any subject of the School course. All subjects and discussions foreign to the practical duties of the Teachers' office are to be avoided, and all of the exercises shall be as practical as possible. The Teachers' Institute shall be composed and directed as follows:

(1) All residents of the County holding valid licenses from the Board of Education shall become members of the Teachers' Institute on enrolment and annual payment of such fee, not exceeding one dollar, as the Institute may deem proper. The Inspector shall be, *ex-officio*, a member of the Committee of Management of each County Institute convening within his Inspectoral District.

(2) The Teachers' Institute shall annually elect from among its members a President, Vice-President. and Secretary-Treasurer. The Committee of Management shall consist of the foregoing officers and two other members annually chosen. The Committee shall determine the exercises for each meeting and the order of business, and the programme shall be duly forwarded by the Committee to the Chief Superintendent.

(3) On giving written notice of at least one week to the Board of Trustees, and due notice to the pupils, Teachers shall be entitled to be absent from their Schools for the purpose of attending the sessions of the Teachers' Institute during the days provided for herein.

(4) The Teachers' Institute shall meet annually, and at such place and time (the same being Thursday and Friday) as the Institute may from year to year determine. The sessions shall be held both morning and afternoon, and shall continue through two days: those on the first day shall begin at 10 a.m., and on the second day at 9 a.m. When a suitable room can be secured for the purpose, it is recommended that on the evening of the first day a public meeting (whose object shall be in harmony with that of the Institute) be held and addressed by the Chief Superintendent (when his duties will permit), the Inspector, and other suitable persons, as the Committee may determine.

(5) The President shall, as soon as practicable after the close of the sessions of the Teachers' Institute, transmit to the Chief Superintendent, in the form to be supplied for that purpose, a list of the Teachers present at the same, and the attendance at each session, and in the semi-annual apportionment of the County Fund and disbursement of Provincial grants, the Chief Superintendent shall, in every case in which the Teacher has attended all the sessions of the Institute, allow to the Board of Trustees their proportion of the County Fund for the two days as if the School or department had been open, and to the Teacher the Provincial grant as if he had been engaged during the two days in teaching the School or department under his charge; and in any case in which the President shall specifically certify upon the list transmitted by him that the Teacher was obliged to be absent from the School one half or the whole of Wednesday in order to be present at the first session, the Chief Superintendent may allow the additional half day or day, as the case may be, but no further allowance of the time shall in any case be made. A suitable outline report of the work of the several sessions, including, when deemed desirable, extracts from papers read, shall, after being submitted to the President for approval, be forwarded by the Secretary-Treasurer to the Chief Superintendent.

(6) In case it shall appear to the Board of Education that the Teachers' Institute in any County is inefficiently conducted, or that any object foreign to that contemplated herein is entertained at its gatherings, all privileges herein accorded in behalf of such Institute shall be withdrawn.

(7) The time, place, and programme of the first meeting of the Teachers' Institute shall be determined by the Inspector, in concert with such of the Teachers making written request for its formation, as he may deem necessary; and he shall notify all the Teachers within the County of the same at least one month before the meeting. Special care should be taken to ensure prompt organization and profitable sessions.

3. *Educational Institute of New Brunswick:* The Chief Superintendent shall convene annually or biennially, as the Executive Committee hereinafter provided shall determine, an Educational Institute, whose object shall be the professional instruction and culture of its members and the discussion of educational questions. The Educational Institute shall be composed and directed as follows:

(1) The Chief Superintendent of Education, the President of the University, the Principal of the Normal School, and the Inspectors of Schools shall be *ex officio* members of the Educational Institute; and Teachers, being members of a County Teachers' Institute, Professors of the University, Instructors of the Normal School, and School Officers other than Teachers, shall become members on enrolment and annual payment of such sum, not exceeding one dollar, as the Educational Institute may determine. It shall be competent for the Educational Institute, on the recommendation of its Executive Committee, to confer honorary membership upon any person not embraced in the classes above specified — honorary members to be entitled to all the privileges of members, except that of voting, and to be exempt from the payment of fees.

(2) The *ex officio* members, with ten persons annually chosen by the Educational Institute from among its other members, shall be an Executive Committee. The Committee shall appoint its own Secretary-Treasurer, who shall, among other duties, receive and disburse, under the direction of the Committee, all funds received by it from the Institute. The Committee shall also determine whether the Institute shall meet during the last three teaching days in June or during the Summer Vacation; the number of days the Institute shall be in session, and the programme of exercises for each meeting; and no question shall be entertained by the Institute which has not first received the recommendation of the Committee.

(3) The Educational Institute shall annually appoint a Secretary-Treasurer and an Assistant, who shall receive the enrolment fees and pay them over to the Secretary-Treasurer of the Executive Committee, keep a record of the proceedings of each meeting, and furnish a suitable report of the same to the Chief Superintendent for publication.

(4) The Chief Superintendent shall preside at the meetings of the Educational Institute and of the Executive Committee, and in his absence or at his request the President of the University or other member of the Committee shall preside.

(5) The Chief Superintendent is hereby authorized to use the accommodation and appliances of the Normal School, as he may deem necessary, for the meetings of the Educational Institute when convened by him at Fredericton.

(6) If the Educational Institute has been convened and in session during the last three teaching days in June, the Secretary-Treasurer shall, as soon as practicable after the close of the sessions, transmit to the Chief Superintendent, in the form to be supplied for that purpose, a list of the Teachers present at the same and the attendance at each session, and in the semi-annual apportionment of the County Fund and disbursement of Provincial grants the Chief Superintendent shall, in every case in which the Teacher has attended all the sessions of the Institute, allow to the Board of Trustees their proportion of the

County Fund for the last three teaching days in June as if the School or department had been open, and to the Teacher the Provincial grant as if he had been engaged during these three days in teaching the School or department under his charge; and if in any case it shall appear, in the judgment of the President and the Secretary-Treasurer of the Institute, that a Teacher was obliged to be absent from the School one half or the whole of a teaching day in order to be present at the first session, the Chief Superintendent may, upon the same being specifically stated in the list transmitted to him, allow the half day or day, as the case may be.

Regulation 24.—*Collections, Subscriptions, Presents, etc.:* No collections shall be taken up, or subscriptions solicited for any purpose, or notice of shows or exhibitions given in any School, without the consent of the Trustees; nor shall any Teacher act as agent for text-books, or sell stationery, or receive presents (unless presented to him on his retiring from the School), nor award prizes or medals of his own to the pupils under his charge. The same provisions shall apply to the Instructors and Teachers of the Normal School.

Regulation 25.—The Teacher of the highest grade of any series of departments conducted in the same building shall be designated the Principal of the School; and where different grades of Primary, Advanced, Superior or Grammar Schools are respectively accommodated in separate buildings, the Teacher of the highest grade in each shall be designated the Principal. The Principal of the School shall have a responsible supervision over the time tables, exercises, methods, and general discipline pursued in all its lower grades, and over the conduct of all the pupils as committed to Teachers generally by the provisions of Regulations 22, (3), (7), and 28, (5); and it shall be competent for the Principal Teacher, in his discretion, to exercise, on occasion, paramount authority in discipline, and to administer the same.

REMARK.—The Board of Education recommends that Trustees always advise with the Principal in securing suitable Teachers for the other departments of the School.

Regulation 26.—*Contagious Diseases:* No person shall be admitted to or continue in any School as a pupil if he is afflicted with, or has been exposed to, any contagious disease, until all danger of contagion from such pupil, or from the disease or exposure, shall have passed away, as certified in writing by a medical man.

Regulation 27.—*Destruction of School Property:* Any School property that may be wilfully injured or destroyed by any pupil is to be made good forthwith by his parent or guardian.

Regulation 28. — *Requirements of Pupils:* School officers shall make the following requirements of each and every pupil:

(1) That he come to School clean and tidy in his person and clothes; avoid idleness, profanity, falsehood and deceit, quarrelling and fighting; be kind and courteous to his fellows, obedient to his instructors, diligent in his studies; and conform to the rules of the School.

(2) That he present to the Teacher an excuse from his parent or guardian for tardiness or absence from School.

(3) That he attend (in Districts having more than one department) the particular department to which he shall be assigned by the Trustees.

(4) That he be present at each inspection and examination of his School or department, or present a satisfactory excuse for absence.

(5) That he be amenable to the Teacher for any misconduct on the School premises, or in going to and returning from School, except when accompanied by one of his parents or his guardian, or some person appointed by them.

(6) That he come to School with the prescribed text-books and School requisites needed in his class; and in case his parents or guardians, after notice, fail to provide the required books, the Trustees are to provide the same, as directed by the Law.

Of the Qualifications and Licensing of Teachers.

REFERENCES TO THE ACT. — Different classes of Teachers, sec. 12.

The Board of Education empowered to prescribe regulations for the classification of Teachers, to appoint Examiners, and to grant and cancel licenses, sec. 5 (4).

Regulation 29. — *Licenses obtained previous to January* 15, 1872: Licenses issued (or recognized) by authority of the Board of Education previous to January 15, 1872, and which have not been cancelled or withdrawn, shall continue to be valid during the pleasure of the Board, according to the terms thereof, in the Districts for which they were originally issued, or for which they may have subsequently been endorsed (or recognized) by the Board.

REMARK 1. — Whenever a formal and well grounded complaint from a number of ratepayers in any School District is laid before the Board of Education as to the incompetency of the Teacher engaged in the District, and the Trustees persist in retaining the services of such Teacher, the Board may, in its discretion, order the re-examination of such Teacher at the next regular examination of candidates for Teachers' licenses.

REMARK 2. — Whenever a parent or guardian submits to the Trustees any complaint respecting the action of a Teacher or the conduct of a pupil, or of the School, and the Trustees refuse or neglect to give due attention to the same, the Board of Education will, on application, cause a proper investigation to be held.

Regulation 30.— *Licensing of Teachers:* The following rules are prescribed with respect to the licensing of Teachers:

1. *Persons Eligible for Examination:* No person shall be eligible for examination (except as specially provided by Reg. 29), or for advancement of Class, unless presenting to the Chief Superintendent,* *one month* previous to the date fixed herein for the examination, satisfactory proof—

If a male, that he is 18 years of age: If a female, that she is 16 years of age; that he or she is of good moral character (the certificates to which facts are to bear date within three months of the time of the candidate's application):

(1) That he has obtained professional classification at the Provincial Normal School; *or*

(2) Holds at the time of application a License from the Board of Education of New Brunswick, valid under Reg. 29 or 30; *or*

(3) He has undergone training at a recognized Normal School of another country for the period of one School year or annual session; *or*

(4) Holds a degree in Arts from a chartered College or University.

(5) In the case of student-teachers eligible for examination, the Principal of the Provincial Normal School shall make, at least *two weeks* previous to the date of the examination, a formal application to the Chief Superintendent in their stead, setting forth the period each has attended the Normal School of New Brunswick, and certifying that in respect of each there is on file at the Institution the certificates of age and good moral character required herein. In such application the names shall be arranged under the respective classes of License for which application is made, and no name shall be inserted under any class except on the concurrence of the Faculty of Instructors; and the Chief Superintendent shall permit student-teachers to undergo examination for such classes only as shall be set forth therein.

(6) To be eligible for examination for a License of the First Class, every candidate (unless holding a degree in Arts from a chartered College or University) must satisfy one or other of the following conditions:

(*a*) That he has attended the Provincial Normal School for the period of one School year, or annual session, and has received a professional classification, *Good* or *Superior*, and that he has besides been recommended by the Faculty of Instructors as possessing *Superior* Scholarship, and as a fit and proper person for examination for License of Class I; *or*

(*b*) That he present with his application to the Chief Superintendent an Inspector's certificate that he has taught with success for at least two School years subsequent to attendance at the Provincial Normal School; *or*

(*c*) That he has attended a recognized Normal School of another country for one School year and received professional classification *Good* or *Superior*, or present with his application for examination a certificate that he has taught with success at least two School years subsequent to attendance at such Normal School.

(7) Graduates in Arts of a chartered College or University who have not undergone training at the Provincial Normal School, or at a recognized Normal School of another country, shall, unless they have taught for two years in the public Schools in an efficient and a satisfactory manner, as certified by the Inspector, in addition to their examination in Reading, and written examination in the syllabus prescribed for the class of License for which they apply, be required to give practical illustrations of their knowledge of Method before the

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*Applications are to be made in the following form:—

To the Chief Superintendent,
Education Office, Fredericton. (*Place and date.*)

SIR,—I hereby make application to be examined in the syllabus prescribed for License of the Class, at the Examination to be held in , beginning at 9 o'clock, a.m., on of next. [*If the applicant is to be examined in reading only or in spelling only, it must be so stated here.*]

Enclosed will be found certificates of "age and good moral character," signed by , as required by Regulation 30, 1.

I was last examined under the Regulations of the Board of Education of New Brunswick at in (*state the month*), 18 . (Signed ——.

Principal of the Normal School and one of the Professors of the University, who shall make to the Chief Superintendent a joint or several report of the estimate formed by them of the same.

(8) Student-Teachers in the French Department of the Normal School shall be eligible for examination for License of the Third Class after an attendance of one Term of five months.

2. *Provincial Licenses:* All Licenses issued by authority of the Board of Education, bearing date subsequent to January 15, 1872 (except as specially provided by Reg. 32), shall be under Seal of the Board; and shall be valid throughout the Province of New Brunswick during the good behaviour of the holders. Licenses which advance the class held by those actually employed shall bear date from the beginning of the School Term next ensuing after the examination.

3. *Times and Station of Examination:* An examination shall be held each year at Fredericton, beginning at 9 o'clock, a. m., on the second Tuesday in June. For Student-Teachers in the French Department, and other Acadians who may have failed at a previous examination to obtain a License of any class, an examination for Third Class only shall be held at Fredericton twice each year, beginning respectively on the Tuesday next preceding the last Friday of May and on the Tuesday next preceding the week in which Christmas falls. All candidates, other than those presented by the Principal of the Normal School, shall present themselves in the Assembly Hall of the Normal School at 2 o'clock, p.m., on the day immediately preceding the date fixed for the opening of the written examination, for examination in Reading.

4. *Written Examinations:* Except in Reading, and in certain special exercises in Domestic Economy, the examinations shall be conducted wholly on paper; and the Chief Superintendent shall prepare and have printed suitable questions for each class, in accordance with the prescribed syllabus of examination; and shall supply a sufficient quantity of these papers, together with copies of such rules and instructions as he may deem expedient for the due conduct of the examination. The examination papers shall be securely sealed, and the seal on each package shall be broken only in the presence of the candidates when required for actual use in the examination.

5. *Examination in Reading:* The Examiner in Reading appointed by the Board of Education shall, previous to the written examination, determine by oral exercises (and also written exercises if he deems the same necessary) whether any candidate's knowledge and abilities with respect to reading are sufficiently accurate and excellent to meet the requirements prescribed under Regulation 31 for the class of License for which application has been made, and shall report the same in writing to the Chief Superintendent, which report shall classify each candidate according to his attainments in reading. The candidates for License from the French Department of the Normal School who shall be presented by the Principal, and other Acadian candidates for License of Class III, shall be examined in reading by the Chief Superintendent or his deputy. If a candidate fails to meet the requirements in reading for the class of License for which application was made, he shall nevertheless be permitted to undergo examination for the class applied for, but no higher license shall be awarded him than that to which his attainments in reading entitle him to receive, until he shall have successfully passed a further examination in reading

at a regular annual examination, or, in the case of Acadian applicants for Third Class, at a regular semi-annual examination. If the candidate shall have made a sufficient number of marks at his written examination to pass him for the class for which he applied he shall not be required to pass any other tests than in reading to entitle him to the class worked for.

6. *Chief Superintendent to have Charge of the Examination:* The Chief Superintendent of Education shall, either in person or by his deputy, preside at every examination.

7. *The Examination to be undergone in good faith:* The Chief Superintendent, or his deputy, shall place on file in the Education Office, a sworn report of the examination, in which he shall record any known infringement of the Regulations of the Board. In the event of any candidate taking into the room any book, notes, or anything from which to derive assistance in the examination, or copying from another, or allowing another to copy from him, it shall be the duty of the Chief Superintendent, or his deputy, to dismiss such candidate at once from the examination, and to remove his name from the candidates' list; but if in any case the evidence of want of good faith be not clear at the time, or be obtained subsequent to such dismissal, the case shall be duly recorded in writing, and the candidate's papers shall be rejected if the evidence be conclusive.

8. *Estimation of Candidates' Papers:* At the close of the examination the Chief Superintendent shall promptly forward each candidate's papers to the examiners appointed by the Board of Education, a portion to each, viz : to the Examiner in LANGUAGE, the Examiner in NATURAL SCIENCE and in HISTORY, the Examiner in MATHEMATICS, the Examiner in TEACHING and SCHOOL MANAGEMENT, the Examiner in INDUSTRIAL DRAWING and the Examiner in DOMESTIC ECONOMY. Each Examiner shall express his judgment of the merits of each paper submitted to him by means of numbers — taking 100 as the highest possible mark. The Examiners shall return the papers as promptly as possible to the Chief Superintendent, who shall preserve them on file for a period of two years.

9. *Spelling and Writing:* Each Examiner shall note and report the number of ordinary words mis-spelled by each candidate; and the average of marks obtained by any candidate on his whole examination shall be increased or diminished by .5 as many times as the number of words so reported shall be less or more than 6. Each Examiner shall also give a special credit or demerit of 1 to each candidate for neatness and legibility of Writing when these qualities are *markedly* present or absent (as the case may be), and the average of marks obtained by any candidate on his whole examination shall be further increased or diminished by the sum of such credits or demerits. No candidate who misspells upwards of 6 ordinary words in the course of the examination shall be deemed qualified to receive a License in advance of the Second Class. At the annual examination an exercise in spelling shall, on application, be prepared for candidates who at any previous examination made an average of 60 or upwards on the papers of the First Class, and were debarred from receiving License of the First Class by reason of bad spelling. The exercise shall not exceed one hour in length and shall be confined to common words, and any

such candidate not making more than six errors shall be granted a License of the First Class without further examination.

10. *Standards of Award:* In awarding Licenses the following principles shall be strictly adhered to:—

(*a*) To obtain the class worked for, the average of the Examiners' marks (the provisions respecting reading, spelling, and writing being duly observed) must be of 50 or upwards; to obtain the next lower class, the average must be 40 or upwards; and to obtain the second below the one worked for, the average must be at least 30.

(*b*) In each case no mark may be further below half of the required average than the actual average is above the requirement, with this limitation—that where there is more than one paper demanded under one general subject (as in the case of history, mathematics, etc.), if the average of the marks on these papers equal the required *general* average, these papers shall be exempt from the operation of this principle; and that any candidate making the required average for a given class shall not be debarred hereby from receiving the next lower class.

(*c*) In order to obtain a License of the Grammar School Class, candidates will be required to make a general average of 50 or upwards on the whole examination, with no mark in the English branches further below 37 than such average is above 50. In Latin the average of marks must be 50 or upwards, and in Greek 37 or upwards. Candidates for this License who are graduates in Arts, or who have previously made an average of 75 or upwards on the syllabus prescribed for the First Class, are to work papers on those subjects only which are peculiar to the syllabus for the Grammar School Class.

(*d*) Practical illustrations of Method shall be valued as two papers.

11. *Results of Examination:* Each candidate shall be notified by mail of the result of his examination, and be furnished with a memorandum of the estimates placed upon his several papers by the Examiners.

Regulation 31.—*Syllabus of Examination:* Candidates for the several classes of license shall be subject to examination in accordance with the following minimum requirements:

REQUIREMENTS OF ALL CANDIDATES.

(1) *The School System.*—To be familiar with the leading principles of the School Law of New Brunswick and the Regulations of the Board of Education.

(2) *School Management.*—To have a knowledge of School organization, as applied under the law of New Brunswick, the classification of pupils, the arrangement of studies, the objects and means of discipline, the necessity and means of adequate ventilation of School-rooms, and suitable means of securing the comfort of the pupils.

(3) *Teaching.*—To have a knowledge of METHOD, and to be able to exemplify the same by notes of lessons on any given subject of instruction.

REMARK.—The questions set in the foregoing subjects will be graduated according to the class of license applied for.

(4) *Reading.*—To read with distinct utterance, correct pronunciation, and due regard to pauses.

(5) *Spelling.*—To spell correctly the words they make use of.

(6) *Writing.*—To write a fair legible hand; and to be able to give systematic instruction in writing.

— To be familiar with the general conditions of
course of Instruction for the Schools of New

REQUIREMENTS OF CANDIDATES.

CLASS III.

of all Candidates."
First and Second Series of Cards, with accom-

To classify and inflect any words of the language.
and apply the rules of Syntax. 3. To

To correct simple examples of the wrong use of words.

Reader No. IV.
and British History.
New Brunswick in detail. 2. To draw
the Province, with the chief rivers and towns
Geography of North America and Europe.
knowledge, as contained in Royal Readers to No.
and Plants of New Brunswick, as contained in
Natural History.
with the contents of the prescribed text-book on
to apply the methods therein employed
questions.
candidates.

CLASS II.

and verse with fluency, and with suitable
The prescribed *Readers*, Nos. I. to V.
"
and Second Series of Cards, with accom-
advanced course under consideration.)
To classify grammatically any promiscuous assem-
classifications adopted. 2. To inflect any
parse any ordinary sentence. (Robertson's

to write narrative composition, and to be
Introductory Text-Book.
Readers IV. and V.
knowledge of the History of Canada and

knowledge of French, as shown in answers.
composition.

Geography. — 1. To be able to draw from memory an outline map of the Dominion of Canada, or of any Province of the Dominion, with the chief rivers and towns accurately marked. 2. To be able to draw an outline map of North America from memory, and to correctly indicate the great mountain ranges and chief rivers. 3. To have a good knowledge of the principal contents of the prescribed text-book, including the uses of the Terrestrial Globe.

Useful Knowledge. — Minerals of the Province, their characteristics, localities and uses; principal plants of the Province and their uses, as contained in Prof. Bailey's Elementary Natural History; Physics, as required by the first six Standards of the Course of Instruction for Schools; First Principles of Agriculture (Tanner's), and the Chemistry of Common Things (Macadam's).

Arithmetic. — 1. To be familiar with the contents of the prescribed *Elementary Arithmetic*, and also *Advanced Arithmetic* as far as Compound Interest inclusive, and to give the reasons for any rule.

Algebra. — To have a knowledge of Algebra to the end of Simple Equations. (Todhunter's *Algebra for Beginners*).

Plane Geometry. — Two books of Geometry. (Hamblin Smith's Geometry.)

NOTE. — Female Candidates of this Class will not work exercises in Algebra or Geometry.

Book-Keeping. — To understand the keeping of Accounts by Single Entry.

Domestic Economy. — For female candidates.

See "Requirements of all Candidates."

CLASS I.

Reading. — To read both prose and verse with fluency, and with just expression — that is, with a reasonable approach to such emphasis, inflections, modulation, force and rate of utterance as the thought and sentiment of the passage require: The prescribed *Readers* Nos. I. to VI., and the prescribed *Manual.*

NOTE. — See "Requirements of all Candidates."

Industrial Drawing. — The First and Second Series of Cards, with accompanying Manuals. (A more advanced course under consideration).

**English Grammar.* — To be able to answer any questions founded on Robertson's *English Grammar*, and to analyze and parse any English sentence.

**Composition.* — To be able to write narrative composition, and to answer any question founded on Dalgleish's *Introductory* and *Advanced* Text-Books.

English Literature. — As may be announced, or as may be had on application to the Chief Superintendent.

History. — To be familiar with Canadian History, British History, and the Outlines of the World's History.

Geography. — 1. To draw from memory an outline map of any of the Provinces of the Dominion of Canada, of the countries of Europe, and any of the Continents, with the mountain ranges and chief rivers accurately marked. 2. To answer any questions founded on the prescribed text-book.

*French candidates will receive credit for a knowledge of French, as shown in answers to papers set in that language on Grammar and Composition.

(7) Animal Life, as contained in Health: as required Animal Life, as contained in Dalcoy, and Physics (Hotze's). To be Brunswick. Agriculture (Tanner's), and the Chemistry

ADULT

examined on the prescribed *Elementary* To give the rule for any arithmetical

Reading.—See as contained in Todhunter's *Industrial Dra* any subject in advance, will be re- panying manuals will be given for any questions

* *English Grammar*

2. To parse and Smith's *Geometry*, omitting the analyse sentences of female candidates, but credit

* *Composition*

2. To write correct Angled Trigonometry, with *English Literature* and Simple Solids. [*Practical History.*—Outl candidates, but credit will be given *Geography.*—The functionally ar Keeping, as given in the pre- geometrically mark *Useful Information* [Female candidates will not IV., and the Ge principles of Trigonometry, but Prof. Bailey's Ch worked correctly.] *Arithmetic.*—Text *Elementary Geo* to the solving of *Theoretic Arithm* see Simpson

SCHOOL CLASS.

and Vocal Training, and Reader

Reading.—Text for the use of Teachers, and emphasis and infl as may be had on application to *Spelling.*—Ongl *Industrial Lessons* panying Manuals. To be able to translate and parse any * *English Gramm* Saltco, Books I–III; Horace— ledge of words, wit Books I–III: Cicero—De given words. *English Literature* To be able to translate and parse familiar with the Xenophon—Anabasis, Books I–II; Hirschfelder's Hist *English Literature* Grecian and Roman History. *History.*—1. Sy graphy of Greece and Italy. (*Bryce.*) Great Britain. (Hamblin Smith); 2. Spherical (Todhunter's Advanced Algebra, or

* *French Language* Nichol's).

of Animal and Vegetable Physiology.

Regulation 32.— *Temporary Licenses of the Third Class:* 1. A person eligible for examination for School License under Reg. 30, desiring to engage in teaching before the time fixed for the examination, may receive from the Chief Superintendent a license of the Third Class for the current Term, on condition that such person undergo examination at the time fixed for the same by Reg. 30.

2. The Chief Superintendent may issue a license of Class III. to Student-teachers who have been recommended by the Faculty of Instructors of the Normal School for examination for license, and who have undergone such examination, the same to be tenable until the class of license for which they were examined is issued; or in the event of failure to obtain a license of any class, until the close of the School Term next following such examination. The Provincial allowance for School service (should any be rendered before the issue of the class worked for) shall be made according to the class of license which shall be awarded.

3. When a licensed Teacher CANNOT be obtained by the Board of Trustees of a School District, *or* recommended by the Inspector to the Board, the Chief Superintendent may issue a license of the Third Class to any person to teach the School in such District for *one* Term, provided such person is certified by the Inspector as possessing the necessary knowledge and qualifications, and is desirous of entering the Normal School as a Student-Teacher. A local license shall only be renewed upon the conditions specified above, and also upon the express condition that no Provincial moneys for services thereunder shall be paid until the licensee has become an enrolled Student-Teacher at the Normal School. Trustees of a "Poor District," who engage the services of a local licensed Teacher, shall not receive the "special aid" provided for Poor Districts from the County School Fund, nor shall the Teacher receive the special allowance from the Provincial Treasury. Applications for Local License must be made to the Chief Superintendent *through* the Inspector.

4. The Inspector may issue an Assistant's License of the Third Class, to be of force during the School Term for which it is issued, to any person qualified to act in the capacity of a class-room Assistant in an ungraded School having fifty pupils or upwards, but shall not renew the same without the special permission of the Board of Education or Chief Superintendent. Such license shall be valid only in the School for which it is issued, and shall not qualify the holder to

act in any other capacity than that of class-room Assistant. Every license issued hereunder shall be at once reported by the Inspector, with the designation of the School, to the Chief Superintendent.

Of Trustees and Auditors.

REFERENCES TO THE ACT.—Declaration of office, secs. 64, 65; in case of neglect or refusal, secs. 64, 66, 67; term of office, secs. 60, 61, 62; resignation of office, sec. 63; vacation of office, sec. 67. [For constitution of the Board of Trustees in Saint John, Fredericton, and incorporated towns organized under sec. 105, term of office, etc., see sec. 104.]

Organization of the Board of Trustees, appointment of a Secretary, his bond, duties, and remuneration, secs. 74, 75.

Board of Trustees a corporate body, secs. 59, 104; corporate and personal responsibility of Trustees, secs. 71, 72, 104.

Election or appointment of Auditors, secs. 47, 55; their duties, secs. 85, 104.

Powers and duties of Board of Trustees with respect to—

1. Serving upon the Assessors of Rates copy of the boundaries of the School District, secs. 24, 32.
2. School property, sec. 72, also Reg. 33.
3. Providing School accommodation and School privileges, secs. 73, 74.
4. Classification of pupils according to attainments, and withholding School privileges from refractory or vicious pupils, sec. 73. See also the three first pages of the Regulations.
5. Admission of pupils from other Districts, sec. 73.
6. Employing or dismissing Teachers, sec. 73. See also Regs. 2, 3, 29.
7. Visitation, supervision, opening, or re-opening of Schools, sec. 73. Se also Regs. 19 to 28, 29, Rem.
8. The exclusive use in the School of the Text-Books prescribed by the Board of Education (Reg. 16) and their supply in certain cases, sec. 73.
9. The health of the School, sec. 73. See also Regs. 7, 8, 6, 10, 11, 12.
10. Obtaining the authorization of the Board of Education to their "estimate" when the School meeting fails to provide the necessary means, sec. 44.
11. Borrowing money by Certificates and Debentures, secs. 72, 23: in cities and incorporated towns organized under the 105th Section, sec. 104.
12. The assessment and collection of rates, secs. 37, 38, 40; exemptions, secs. 34, 35; remedy in case of error, secs. 37, 38.
13. Transmission of a School Return to the Chief Superintendent, sec. 83.
14. The Audit of all Accounts, sec. 85.

[15. Personal expenses incurred by the Trustees in the execution of their trust, sec. 23.]

16. Notices of the Annual School Meeting, secs. 48, 49; of certain Special School Meetings, secs. 56, 57.
17. Calling School Meetings to order, and presiding till the election of a Chairman, sec. 50.
18. Presentation of an Annual Report to the District Meeting, sec. 83; reports in cities and incorporated towns, sec. 104.
19. Trustees to file a copy of all assessment lists made up by them with the Secretary-Treasurer, sec. 76 (4).

REMARK 1.—The Trustees represent the inhabitants of the District, and are to transact all School business in their stead, and on their behalf. The interests of Education cannot thrive in any District unless these officers efficiently discharge their duties. Much of past weakness and imperfection is remedied

by enlarging the powers of Trustees and defining more specifically their important duties. Sound judgment should be exercised by the various Districts in choosing fit men for the office — men of intelligence, of business habits, and of educational zeal. A faithful discharge of the duties of a Trustee will require no small labor. But every community may fairly claim the services of its best men in a matter of universal interest and importance. Besides, provision is made for the retiring of one of the members of the Trusteeship annually.

REMARK 2. — By the provisions of sec. 73 (1) it is made the duty of the Board of Trustees to provide School privileges free for all the children of the District, and to contract with Teachers. Every Board of Trustees should exercise all its powers under the law in a wise discharge of these duties, submitting a clear report to the annual meeting of the educational condition of the District, the receipt and expenditure of all School moneys, and the amount that the Trustees estimate to be required for the due discharge of their duties for the year. It is for the meeting to add to or diminish this estimate, according to its best judgment of the requirements of the District. Should the meeting fail to vote the means necessary to meet liabilities arising from agreements or contracts already made by the Trustees, or to be made during the year in order to provide School privileges free for all the children of the District, the Trustees are empowered to levy and collect their estimate on its being authorized by the Board of Education, sec. 44. The occurrence of the annual meeting near the middle of a School Term, need not, therefore, in any way prevent Schools from being carried on without interruption.

REMARK 3. — The Board of Trustees should, at its first meeting after an annual School meeting, fix the time and place for its *regular* meetings during the School year, say once a month. Where this is done, no other notice will be required to be given of any regular meetings to members of the Board of Trustees. Whenever a *special* meeting of the Board becomes necessary, each member of the Board should be notified of the same. It is competent for a majority of the Board of Trustees, all the members having notice of the meeting, to transact business. Minutes of each meeting and of all orders of the Board of Trustees should be carefully made, duly approved, and permanently preserved.

REMARK 4. — The Trustees are to procure the seals (for Districts without the Cities and Incorporated Towns) required by the Corporation, and the School Register prescribed by the Board of Education, from the County Inspector. They should satisfy themselves that the Register is properly kept by the Teacher. The Register, when filled, is to be carefully preserved by the Board of Trustees as a part of the School documents of the District.

REMARK 5. — The Trustees (and not the Teachers) are to make Returns to the Chief Superintendent. See Regulation 22.

REMARK 6. — The provisions of the Law respecting the duties of the Trustees, and their Secretary, and the Auditor, are too explicit to require explanation. The above "REFERENCES TO THE ACT," and the general Regulations of the Board of Education, will supply necessary information on the several subjects treated of. The following forms are appended for the assistance of the Trustees:

FORMS.

1. BOND OF THE TRUSTEES' SECRETARY: (Act, secs. 74, 75), *to be lodged by the Board of Trustees with the County Secretary.*

KNOW ALL MEN BY THESE PRESENTS, That we [*name of Secretary*] as Principal, and [*names of the Sureties*], are held and firmly bound unto our Sovereign Lady the Queen in the sum of [*insert a sum at least equal to that to be raised by the District during the year*], of lawful money of Canada, to be paid to our Lady the Queen, her heirs and successors, for which payment well and truly to be made we bind ourselves, and each of us by himself, for the whole or any part thereof, and the heirs, executors, and administrators of us, and each of us firmly by these presents. Sealed with our Seals, dated this day of A. D. 18

Whereas the said has been duly appointed Secretary to the Board of Trustees of School District Number , in the Parish of , in the County of [*or as the case may be*].

Now the condition of this obligation is such that if the said [*name of Secretary*] do and shall at all times hereafter during his continuance in the said office well and faithfully perform all the duties thereof, and on ceasing to hold the same, forthwith on demand hand over to the Board of Trustees of the said District, or to his successor in office, on the order of the Boord of Trustees, all books, papers, moneys, accounts and other property in his possession or control by virtue of his said office, then the said obligation to be void, otherwise to continue in full force and effect.

	[*Name of Secretary.*]	[*Seal.*]
	[*Name of Security.*]	[*do.*]
Signed, sealed and delivered in presence of	[*do.* *do.*]	[*do.*]
[*Name of Witness.*]		

2. CONTRACT OR AGREEMENT WITH TEACHERS: *See Reg.* 2.

3. IN TRANSMITTING THE ESTIMATE *made under the authority of Sec.* 44 *to the County Inspector for the authorization of the Board of Education, the Board of Trustees is to comply with the following form:—*

School District Number , in the Parish [*or* Parishes] of , in the County [*or* Counties] of

To the County Inspector:

Sir,—The Trustees of this School District being unable to discharge the duties devolved upon them by Section 44 of the Chapter of the Consolidated Statutes relating to Schools, through failure of the School Meeting to provide the necessary means, have, as authorized by law, made the following Estimate

as to the amount required during the year in the discharge of their duties, viz:

For Teacher's Salary,	$
For School Accommodation,	
Total,	$

[*Here supply a clear and specific statement of all the facts which render it necessary for the Trustees to make up an estimate under sec. 44.*]

Annexed will be found (1) a List of all the residents of the Districts liable to a Poll Tax for Schools, so far as the Trustees have been able to make such list; and (2) a list, duly certified by the County Secretary, of the amount of the taxable valuation of the property and income liable to be assessed in the District.

The Board of Trustees requests that, on receipt, you will transmit your report on this application to the Chief Superintendent, and solicit the authorization of the Board of Education for the levying and collecting of the amount of the estimate submitted.

A. B.
C. D. } *Trustees.*
E. F.

[*Date.*]

4. — ASSESSING OF DISTRICT RATES. — Purposes for which assessments made, secs. 23, 81, 82; assessments may be by vote of School meeting, sec. 23, or by order of Board of Education, sec. 44, or where former assessment set aside, sec. 43, or in case of judgment recovered against Trustee-Corporation, secs. 81, 82. Assessment may exceed amount ordered by ten per cent., sec. 39. Errors in assessment may be corrected by Trustees at any time before the next rating, sec. 38. Duties of Assessors of Rates in respect of School Rates, secs. 24, 26, 27, 28, 29. Duties of Trustees in respect of giving information to Assessors, secs. 24, 25. Duties of Trustees with respect to the assessing of School rates, sec. 76. Assessment to be signed by Trustees, or by two of them, sec. 77. Persons liable to poll tax, sec. 23. Persons liable to School rates, secs. 23, 27, 31. Persons assessed in Parish Assessment List on real estate deemed owner for purposes of District Assessment until next Parish Assessment List filed, sec. 76 (1). Non-resident owners of real estate in several Districts may declare relative values, sec. 30. Relief to persons over-rated, sec. 41. In case of a Border District in two Counties the Secretary-Treasurer of each County to fill in column 2 so far as relates to his own County, sec. 76 (1).

The following Form of Assessment List, varied to suit the particular case, might be adopted:—

DISTRICT ASSESSMENT LIST.

Assessment upon School District Number , in the Parish of , in the County of , to levy the sum of $ for District School purposes in accordance with the vote of a School Meeting held on the day of , A. D. 18 , [*or* according to an order of the Board of Education made the day of , A. D. 18 , *where the assessment is made under such order*].

[*This column is to be filled in by the Trustees before forwarding to the Secretary-Treasurer. Sec.* 76 (1).]	[*This column is to filled in by the Secretary-Treasurer, who will certify to correctness of same, Sec.* 76 (1).]	[*Columns* 3, 4, *and* 5 *are to be filled in by the Trustees after the Paper is returned by the Secretary-Treasurer. The sum of* $1 *shall be laid as a Poll Tax as provided in Sec.* 24, *and the balance of the sum to be raised shall be levied by a fair apportionment according to the valuation contained in column* 2, Sec. 76 (2).]		
1	2	3	4	5
Names of persons liable to be rated for School purposes and of persons liable only to Poll tax.	Amount of taxable valuation of property and income on which each person is liable to be rated as the same appears on the Parish Assessment List last on file.	Amount of rate on Prop'ty and Income for Dist't School purposes.	Poll Tax.	Total of Rate and Poll Tax.
Names of Residents of the District:				
A. B.	$	$	$	$
C. D.				
E. F.				
Names of Non-Residents of the Parish owning real estate in the District:				
B. A.				
D. C.				
Names of Corporations, Firms or others specially liable under Sec. 23 (3), *or Section* 32:				
F. E.				
Names of persons liable to Poll Tax only.				
G. H.				
I. J.				

I certify that in the above column (2) I have set opposite the name of each person the amount on which he is liable to be taxed as the same appears on the Assessment List of such Parish last on file, [or as the same may have been amended, corrected or added to.]

L. K., *Secretary-Treasurer.*

The Trustees, or two of them, are to sign the Assessment, Sec. 76.

M. N
O. P. } *Trustees.*
Q. R.

Dated day of A. D. 18

5.— COLLECTION OF SCHOOL RATES.—The rates may be collected at any time after they have been imposed, sec. 36. They may be collected either by the Secretary of the Trustees, sec. 77, or by the Parish Collector, sec. 78. School rates are to be collected in the same manner, as near as may be, as other rates are collected under secs. 70, 100 of the Chapter of the Consolidated Statutes relating to Rates and Taxes, sec. 77 (3).

The Trustees should instruct their Secretary to collect the Rates by writing on the Assessment List, or on a copy of it, the following precept:

To Secretary to Trustees:

We hereby authorize and direct you to collect from the several persons named herein the amount set opposite their names respectively as the total of Rate and Poll Tax.

Dated the day of A. D. 18

M. N.
O. P. } *Trustees, or two of them.*
Q. R.

Or the Trustees may deliver to the Parish Collector a copy of the School Assessment List with the following precept written thereon:

To Parish Collector of Rates:

We hereby authorize and require you to collect from the several persons herein named the amount set opposite their names respectively as the total of Rate and Poll Tax, and to pay the same, when collected, to the Secretary of the Trustees.

Dated the day of A. D. 18

M. N.
O. P. } *Trustees, or two of them.*
Q. R.

The following directions may be found convenient:—

I. In the case of persons residing in the Parish in which the District is situate:

The Secretary shall demand the rates, and where a personal demand cannot be made, shall leave a written or printed notice containing the amount of the rate, and the time the same is to be paid, at the last place of abode of such person, with some adult member of his family, or in case of his carrying on business in a District and not residing in the Parish, the notice shall be left with his clerk or agent at his place of business.

If the person neglects to pay his rates within ten days after the demand or notice, exclusive of the day of the demand or notice, the Secretary shall apply

to a Justice of the Peace of the County, who, upon oath being made by the Secretary that the demand or notice has been given or made, and that the rates have not been paid, shall issue execution against the ratepayer.

The Form of the Execution is as follows:

COUNTY, *ss.*

To any Constable of the County of

Levy of the goods and chattels of A. B. within the County the sum of $ which has been assessed upon him for School purposes in the year 18 , in School District Number , in the Parish of in the County of , also for costs, the whole being $, besides costs of levying this Execution, and have the money before me at my office on the day of next [or instant], to be paid to , Secretary to the School Trustees of such District [*or Parish Collector*], and for want of goods and chattels whereon to levy, take the said A. B., and deliver him to the Keeper of the Gaol for the said County, who is required to receive him and keep him safely days, (together with one day for every forty cents of the expenses of taking and conveying such person to Gaol), unless the same, with costs, be sooner paid, and make return hereof at the day and place aforesaid. —Dated this day , A. D. 18

E. F., *Justice of the Peace.*

The imprisonment shall be at the rate of one day for every forty cents of the amount to be levied, together with expenses of taking and conveying the person to gaol, which amount shall be certified by the officer on the back of the execution. No person shall be imprisoned for more than fifty days in the whole, but the execution shall remain in force against the property of the defendant for twelve months after his discharge.

The execution may be proceeded upon notwithstanding the time for the return has elapsed; and if goods taken in execution fail to realize the full amount ordered to be levied, the constable may proceed to make a further levy, or may endorse on the execution the amount realized, and may take the person and imprison him for the period mentioned in the execution, less the number of days covered by the amount realized at the rate of one day for every forty cents. Any sale of goods taken upon execution shall be conducted as near as may be in the same manner as in the case of sale upon execution issued by a Justice in a civil suit.

II. In the case of persons residing in the County but not residing in the Parish in which the District is situate:

The Secretary may make the like demand or give like notice as in the case of persons residing in the Parish, and in case of non-payment within ten days,

exclusive of the day of the demand or notice, shall proceed as in the case of persons residing in the Parish; *or*

If he cannot conveniently make the demand or give the notice, he shall, if he knows of the post office address of the rate payer, post to him a letter or postal card stating the amount of rates and requiring payment within thirty days, and if the rates are not paid within such time, the Secretary shall forthwith publish in a weekly newspaper published in the County, if any, or if none, then in some weekly newspaper published elsewhere in the Province, or in the *Royal Gazette*, for two months, a list of all the non-resident ratepayers who are in default, and upon whom personal demand has not been made or written notice left at the place of abode as above provided, together with the amount of their respective rates, and a notice that unless the same with the expense of advertising are paid within such period of two months, the real estate of such persons will be sold, or other proceedings taken for the recovery of the rates.

If the rates and expenses are not paid within such period of two months, a Justice of the Peace of the County may, on oath being made by the Secretary that the notice has been duly published, and that the rates and expenses have not been paid, issue execution against the ratepayer as in the case of residents in the Parish.

III. In the case of persons not residing in the County, but having a known place of residence in the Province:

The Secretary shall post to the ratepayer a letter or postal card, as aforesaid, and if the rates are not paid within thirty days he shall publish, as in the case of persons residing in the County, but not residing in the Parish in which the District is situate, a like list of the persons who are in default, with the amount of their respective rates, and a notice that unless the same, with the expense of advertising, are paid within two months, the real estate of such persons will be sold, or other proceedings taken for the recovery of the rates.

If the ratepayer neglects to pay his rates and expenses within the time so limited, a Justice of the Peace of the County where the ratepayer resides, upon the production of a certificate from the Secretary-Treasurer of the County in which the assessed property is situate, the amount of the assessment, and the cost of advertising, and that due notice has been published, shall issue execution against the person according to the Form provided in the case of persons residing in the Parish in which the District is situate. If the execution be not satisfied, the Justice who issued it shall certify to the Secretary-Treasurer aforesaid that the assessment and expenses cannot be obtained, and the said Secretary-Treasurer shall issue a warrant for the sale of the real estate of the ratepayer. This warrant shall be in the like form as in the case of warrants for the sale of lands for Parish and County rates, except that it shall state that it is issued in respect of District School rates in the District in question, and the like proceedings shall be taken by the Sheriff for the sale of such property as in the case of similar warrants in respect of Parish and County rates.

Or, instead of proceeding as aforesaid by notice, execution, and sale, the Secretary of the District may in his own name, in any Court having jurisdic-

tion, sue any person assessed not residing in the County for his rate; and an extract from the assessment list containing the rate of such person, certified by the Secretary-Treasurer of the County where the assessed property is situate, shall be conclusive evidence of the assessment.

IV. In the case of persons not having a known place of residence within the Province:

The Secretary shall publish, as in the case of persons residing in the County but not residing in the Parish in which the District is situate, a like list of such persons as are in default, with the amount of their respective rates, and a notice that unless the same, with the expenses of advertising, are paid within two months, the real estate of such persons will be sold and other proceedings taken for the recovery of the rates. And, upon the Secretary-Treasurer of the County where the assessed property is situate being satisfied of the above facts, and that the ratepayer has neglected to pay his rates and costs of advertising, he shall issue a warrant to sell the real estate, upon which warrant the like proceedings shall be taken as in the case of similar warrants in respect of Parish or County rates.

[If the Secretary goes out of office or dies after advertising, proceedings may be completed by his successor, who must make affidavit of the regularity of the proceedings taken by himself, and that by diligent search and enquiry he verily believes that the proceedings taken by his predecessor have been regular.]

6. RATE BILL.—[*The Secretary may, instead of serving a Rate Bill, exhibit the Assessment List to the ratepayers and demand payment.*]

School District No. , Parish of , County of .

To Mr.

Your School rates and taxes in above District for 18 amount to the sum of $, which you are required to pay to the Secretary of Trustees within six days from this demand, exclusive of the day of this demand, otherwise proceedings will be taken to collect the same. The total amount of School assessment upon the entire District for the year is $.

Dated this day of A. D. 18 .

Secretary of School Trustees.

7. FORM OF TRUSTEES' WARRANT FOR THE COLLECTION OF THE COST OF PRESCRIBED TEXT-BOOKS, *from any parent, master, or guardian (not being indigent) refusing or neglecting to furnish, after notice, a child under his care with the necessary prescribed books, sec.* 73 (5):

To Secretary of Trustees:

You are hereby authorized and directed to collect from the sum of , being the cost of School books supplied by the Trustees to his child (*or servant or ward, as the case may be*), the said having refused to provide such child with such books, although notice has been given him that such child was unprovided with the same.

A. B.
C. D. } *Trustees.*
E. F.

8. FORM OF A CERTIFICATE (OR CERTIFICATES) OF INDEBTEDNESS:

The Trustees of School District No. , in the Parish of , in the County of , having been authorized by the School Meeting to borrow the sum of for the building of a School-house [or for the purchase or improvement of School grounds, or for the purchase of a School-house, or for the furnishing of the same, *as the case may be*], the said Trustees hereby acknowledge the receipt of a loan for such purpose from A. B. of the sum of , and hereby for themselves and their successors covenant and agree with the said A. B., his executors, administrators, and assigns, to repay, with interest at the rate of six per cent., the said sum of to A. B., his executors, administrators, or assigns, by equal annual instalments of dollars, with interest on the principal, or so much thereof as shall from time to time remain unpaid; and the money so borrowed shall be a charge upon the said School District.

Dated this day of A. D. 18 .

C. D.
E. F. } *Trustees.* [Corporate Seal.]
G. H.

NOTE.—*If desirable, the Trustees can issue Certificates payable severally in one, two, three, or more years, not exceeding seven.*

9. NOTICES OF SCHOOL MEETINGS: *Form of Notices of the Annual District School Meeting:*

The ratepayers of School District Number , in the Parish [*or* Parishes] of , in the County [*or* Counties] of , are hereby notified that the Annual School Meeting will be held, as required by Law, on the day of , in , at 10 o'clock, a. m.

A. B.
C. D. } *Trustees.*
E. F.

[*Date.*]

Form of Notice of a Special District School Meeting:

The ratepayers of School District Number , in the Parish [*or* Parishes] of , in the County [*or* Counties] of , are hereby notified that a Special School Meeting, as authorized by Law, will be held on the day of , in , at 10 o'clock a. m., for the purpose of [*here specify the objects of the meeting.*]

A. B.
C. D. } *Trustees.*
E. F.

[*Date.*]

10. A FORM OF DEED OF SCHOOL GROUNDS, *adapted to the ordinary circumstances of transfer of lands:*

THIS INDENTURE, made this day of , in the year of our Lord one thousand eight hundred and , between A. B., of the Parish of , in the County of , and Province of New Brunswick, [*state occupation or calling*], and C. D. his wife, of the one part; and "The Trustees of School District Number , in the Parish of , in the County of ," [*or* "The Board of School Trustees of Saint John," *or as the case may be*] hereinafter referred to as the Trustees, of the other part: Witnesseth, that in consideration of dollars now paid by the said Trustees out of the funds of the School Corporation to the said A. B., by way of purchase money (the receipt whereof is hereby acknowledged), the said parties of the first part do hereby grant, bargain and sell unto the said Trustees, their successors and assigns, All that lot and piece of land situate in the Parish of and County of , and bounded as follows, etc., [*describing it in full*] together with all buildings and improvements thereon, and the appurtenances thereto; and all the estate, interest, dower and right of dower of the said parties of the first part in the same. — To have and to hold the said hereditaments and premises to the said Trustees, their successors and assigns forever — to the uses and upon the trusts, and with, under and subject to the powers in relation to the taking and holding by School Trustees of School lands and premises contained in the Chapter of the Consolidated Statutes relating to Schools, or any Act or Acts in amendment thereof or in addition thereto. And the said A. B. doth hereby for himself, his heirs, executors and administrators, covenant with the said Trustees, their successors and assigns, that he hath the right to convey the said hereditaments in manner aforesaid; and that the said Trustees shall have quiet possession and enjoyment of the said hereditaments free from all encumbrances; and that the said parties of the first part will, at the cost of the said Trustees, execute such further assurances of the said lands as shall be requisite.

In witness whereof, the said parties have hereunto set their hands and seals the day and year first above written.

A. B. [*Seal.*]
C. D. [*Seal.*]

Signed, sealed and delivered in presence of }
E. F., Witness.

An acknowledgment of the execution of the Deed in form following (to be written on the Deed) is to be made before a Justice of the Peace of the County in which the land lies [or other person duly qualified to take acknowledgment of Deeds].

COUNTY OF

Be it remembered that on this day of , A. D. 18 , before me, G. H., a Justice of the Peace of said County, personally came and appeared A. B. and C. D., the before named grantors, who acknowledged that they did severally sign, seal and execute the aforegoing Deed as their act and deed, and to and for the uses and purposes therein expressed. And the said C. D., being by me examined separate and apart from her said husband, acknowledged that she did execute the same freely, without the fear, threat or compulsion of or by her said husband.

G. H., [*Signature of Magistrate.*]
J. P.

The Trustees should forthwith, upon the execution and acknowledgment of the Deed, cause the same to be recorded in the Registry Office of the County where the lands lie.

Of School Libraries.

REFERENCE TO THE ACT.—The Board of Education may grant a sum equal to one-half that raised by a District in aid of a School Library, not exceeding $20 in any one year; sec. 98.

Regulation 33.— *School Libraries:* No book hostile to the Christian religion or of an immoral or sectarian character shall be permitted in the School Library. The Trustees shall hold School Libraries in trust as a part of the School property of the District, and shall make such regulations for the preservation and circulation of the books as they shall deem necessary.

Of School Prizes.

REFERENCE TO THE ACT.—The Board of Trustees of any School District is hereby empowered to provide from the School funds under its control prizes not exceeding a first, second, and third prize, in any School Term, for each School or Department, and according to such conditions and regulations as may be prescribed by the Board of Education, provided that no such prize shall be awarded in respect of proficiency in particular subjects of the School course or the discharge of particular School duties; sec. 118.

Regulation 34.—In pursuance of Section 118, the Board of Education prescribes the following conditions and regulations—which are to be carefully observed by Boards of Trustees and Teachers—respecting the offering and awarding of the School Prizes therein authorized:

1. The offer of the Prizes and the conditions of their award set forth below (2 and 3) shall be announced to the School or department on or before the first day on which it may be in session in any Term.

2. The following shall be regarded as the STANDARD for every member of the School:—Prompt attendance at each School sitting; unexceptionable con-

duct while subject to the Teacher's supervision, whether in the School-room or elsewhere; industrious application in the discharge of every School duty; and excellence of Scholarship in the subjects of prescribed study, according to the pupil's assignments in the course of instruction pursued in the School.

3. At the close of the Term the Teacher shall present a written report, under his signature, to the Secretary of the Board of Trustees, stating (1) the names, with the School standing for the Term annexed to each, of the pupils having first, second, and third positions; and (2) the name of any pupil who, while a member of the School or department, was unavoidably absent, and whose actual average daily standing, being allowed for such days of absence, not exceeding five in any case, would make his School standing for the Term equal to that of a pupil whose name shall have been reported in the foregoing statement (1). The Secretary of the Trustees shall keep the Teacher's report on file for a period of at least two years.

4. The Board of Trustees shall award the Prizes to the pupils having the highest School standing for the Term; and in making the awards the Trustees may, in their discretion, take into consideration, but only within the limitations specified in section 4, the case of any pupil unavoidably absent from School.

5. The Board of Trustees shall determine the nature and value of all Prizes, and shall exercise a responsible care that no Prize be of a character excluded by the provisions of Regulation 33, or by Section 121.

6. The Prizes shall be publicly presented through the Board of Trustees at, or subsequent to, the close of the Term, at such time and place as the Trustees shall determine; and the Trustees may invite, in their discretion, gentlemen resident or non-resident to present the Prizes to the winners on behalf of the Board of Trustees and the District.

7. The foregoing conditions and regulations are applicable exclusively to Schools, or departments, conducted by Teachers holding valid Licenses under the provisions of Regulation 29 or 30.

REMARK. — The Prizes should not be costly. The amount expended for the same by the Board of Trustees will generally be returned to the District by the increased amount secured from the County Fund each Term, on account of greater regularity of attendance.

Superior Schools.

REFERENCES TO THE ACT. — Number of Superior Schools which may be established in a County. When more than the authorized number of Districts compete to establish Superior Schools, the Inspector, with the approval of the Board of Education, to determine in which Districts they shall be located. Districts to make provision at the Annual Meeting, and to notify the Chief Superintendent. Not more than one such School to be established in a Parish. Such School once established in a District shall be continued so long as it is efficiently conducted and maintained. Teachers of a Superior School must hold a valid License of at least Class I. Provincial allowance to such Teacher, $250 per annum. Superior Schools to be free to pupils within the Parish: secs. 90, 95.

Regulation 35.—The following provisions are prescribed respecting Superior Schools:

1. *Superior Schools in Cities, Incorporated Towns, and in Towns having four Graded Departments.* — Boards of Trustees shall provide for giving instruction in at least Standards IX and X. When instruction is not provided for, or not given in advance of Standard X, work in Standard VIII may be required of the Teacher, provided the daily average attendance of pupils in the higher Standards is not more than 25. Should Standards IX, X, and XI be taught, no work in a lower Standard shall be required of the Teacher, unless a Provincial Licensed Assistant is employed, having a separate class-room.

2. *Superior Schools in Towns or Villages having three Graded Departments.* — The highest department shall constitute the Superior School, and shall not be called upon to perform work under Standard VII of the graded course, or IV of the ungraded course.

3. *Superior Schools in Districts having two Graded Departments.* — The second or highest department shall form the Superior School, and shall not be called upon to perform work under Standard IV of the graded course, or III of the ungraded course.

4. *Superior Schools in Districts having no Graded Schools.* — An ungraded School in a country District may be recognized as a Superior School, provided there are competent pupils studying some branch of Mathematics, Language, or Natural Science in advance of Standard IV of the ungraded course, and that a Class-room Assistant is employed, if the daily average attendance of pupils is 30 or upwards.

5. The School accommodation, appliances, and premises in all Superior Schools must be satisfactory to the Inspector, who shall report thereon to the Chief Superintendent.

Grammar Schools.

REFERENCES TO THE ACT. — One Grammar School may be established in each County. The District in which a Grammar School has hitherto been maintained to have the preference. In the event of Districts competing, the Inspector, with the approval of the Board of Education, to determine the District in which it shall be located. When once established, the District to retain it so long as it is efficiently conducted and maintained. A Superior School may be established in the same Parish with a Grammar School if the number of Superior Schools allowed by law for the whole Province is not exhausted. County Grammar Schools to be free to all pupils resident in the County: secs. 91, 93, 95.

Regulation 36. — The following provisions are prescribed respecting Grammar Schools:

1. *Grammar Schools in the Cities of St. John and Fredericton.* — The course of instruction in these Schools shall be in advance of Standard VIII of the graded course, and shall embrace Standards IX, X, and XI. Instruction in Standard XII shall be optional with the governing bodies.

The number of Teachers shall be regulated according to the following principles:

(1) One Teacher, exclusive of the Head Master, shall be employed, provided the number of pupils enrolled is 50 or upwards, with an average daily attendance of at least 75 per cent.

(2) Two Teachers, exclusive of the Head Master, shall be employed, provided the number of pupils enrolled is 100 or upwards, with an average daily attendance of at least 75 per cent.

(3) If the average daily attendance of pupils in any Standard exceeds 50, an Assistant-Teacher may be employed, provided the three Standards IX, X, XI are taught, and the requirements as respects the daily average attendance specified in (2) be observed.

(4) Should pupils continue at School after passing a satisfactory examination by the Inspector on the subjects of Standard XI, a second Assistant Teacher may be employed.

Female Department.—If the average daily attendance of boys at either of these Schools is 100 or upwards, it shall be competent for the governing bodies to organize a *Female Department* under the responsible supervision of the Head Master, but subject to the following conditions:

(1) That there be an enrolment of at least 50 girls, with an average daily attendance of not less than 75 per cent.

(2) That the subjects taught be in advance of Standard VIII, and that provision be made for giving instruction in a three years' course.

(3) If one Standard only is taught, not more than one Teacher shall be employed.

(4) If two Standards are taught, two Teachers may be employed, provided the number of pupils exceeds 50.

(5) If three Standards are taught, three Teachers may be employed, provided the number of pupils is 100 or upwards.

Provincial Grant.—The Grammar School grant of $350 per annum, or ratably thereto, shall be paid to the Head Master of the Grammar School of St. John through the Board of Education, and to the Head Master of the Grammar School in Fredericton through the Senate of the University from the University Grant.

Each Teacher (not including the Head Master) shall receive from the Provincial Treasury the allowance granted to a First Class Teacher, and the Assistant, if one is employed, shall receive one-half the amount allowed to a First Class Teacher.

No Teacher or Assistant shall be employed in these Schools who does not hold a License in advance of Class II.

2. *Grammar Schools in Towns.*—Grammar Schools in towns having a graded Course shall make provision for giving instruction in not less than two Standards in advance of Standard VIII, and must have competent pupils studying in at least Standard IX.

If there are no competent pupils engaged in the study of Standard X, the Board of Trustees may place pupils in Standards VII and VIII, but not in a lower Standard, under the immediate instruction of the Grammar School Master.

nt pupils engaged in the study of Standard X, and
lled pupils exceed 30, the Board of Trustees must
from teaching Standard VII, or employ a licensed

ovided for, and competent pupils are engaged in its
s in Standards IX and X, the Board of Trustees shall
Master work in any lower Standard, unless the enrolled
ls below 25. If the enrolled number of pupils falls below
all determine what additional work, if any, shall be assigned

mpetent for the Trustees of any town Grammar School to re-
er to teach Latin to pupils who may belong to grades VII or
er department, provided the Teacher of these grades is not quali-
the subject.

mar Schools in Villages.—When a Grammar School having two
nts is established in a Village, the highest department shall be con-
he Grammar School. In the Grammar School department there must
petent pupils engaged in the study of Mathematics, Language, or Natural
e in advance of Standard VI of the graded course.

ne School accommodation, appliances, and premises must be satisfactory to
Inspector, who shall report thereon to the Chief Superintendent.

Of the Provincial Normal School.

REFERENCES TO THE ACT.—The Board of Educatitn to provide for the establishment and efficient working of a Normal School, to appoint a Principal, to approve the appointment of Assistants, and to grant certain allowances towards the travelling expenses of student-teachers, sec. 5 (1).

Regulation 37.—*Sessions of the Normal School, Application for Admission:*

1. There shall be one session of the Normal School in each School year, beginning on the first teaching day in September, and closing on the Friday next preceding the second Tuesday in June.

2. Applicants holding a Provincial License of Class II or III, and who may wish to qualify for examination for advance of Class, shall be at liberty to enter as Student-Teachers at the beginning of the session, or on the first teaching day in January. This provision shall also apply to Graduates in Arts.

3. In the French Department the session shall consist, until otherwise ordered, of two Terms—the first beginning on the first teaching day in August and closing on the Friday preceding the week in which Christmas falls, and the second on the first teaching day in January and closing on the last Friday of May. Applicants for admission to this Department shall be admitted, if qualified, at the beginning of each Term.

4. Application for admission as Student-Teachers should be addressed to *The Principal of the Normal School, Fredericton, N. B.*, as early as possible before the date fixed for the opening of the Session or Term. Applicants who

are not entitled to admission without an entrance examination are to present themselves (with paper and pens) in the Assembly Hall of the Normal School at 9 o'clock, a.m., on the first day of the Session or Term for examination for admission. Other applicants for admission as Student-Teachers are to present themselves for classification at 9 o'clock, a.m., on the Monday following. No person shall be admitted to the Institution with a view to enrolment as a Student-Teacher except as specified above, unless by the special permission of the Board of Education or the Chief Superintendent; but the Principal shall, in his discretion, or when requested by any member of the Board of Education, admit holders of valid Licenses, or others interested in education, to every reasonable facility for *observing* the work of the Institution.

Regulation 38.—(1) *Travelling Expenses, Admission, Enrolment, etc., of Student-Teachers:* The travelling expenses provided by the Schools Act for student-teachers at the Provincial Normal School shall be paid to them by the Chief Superintendent at the close of their first Term's service in the Free Schools of the Province, at the rate of three cents a mile to and from the Institution, not exceeding twenty-four dollars a Session. The following requirements respecting the admission, enrolment, and continuance of student-teachers shall be carefully enforced:

(2) Applicants (1) being graduates in Arts of a chartered College or University; or (2) holding valid Licenses from the Board of Education; or (3) having undergone training at a recognized Normal School of another country; or (4) holders, being of proper age, of certificates of fitness to enter from the Inspector; or (5) holders of certificates of matriculation in the regular Arts course of a chartered College or University, shall not be required to undergo examination for admission, but are to present their Diplomas, Licenses or Memos, or Certificates, to the Principal for his inspection, and submit to any examination necessary for purposes of classification.

(3) Applicants other than those specified above are to be examined, under the direction of the Principal, on the subjects prescribed for Teachers of the Third Class, omitting professional subjects. A copy of the question-papers given to candidates at the examination for admission to the Normal School shall be transmitted by the Principal to the Chief Superintendent at the close of each examination, who shall place the same permanently on file in the Education Office.

(4) Each applicant, otherwise entitled to admission, shall, previous to enrolment as a Student-Teacher, lodge with the Principal a satisfactory certificate of *good moral character*, dated within three months of the time of presentation, and shall subscribe the following declaration:

Declaration: I hereby solemnly declare that my object in seeking admission into the Provincial Normal School is to qualify myself for the Teacher's office, with the intention of engaging actually in the work of teaching; and if I shall not teach a School in New Brunswick under the Schools Act (I being legally qualified to do so, and my health being continued to me) within two years from this date, I agree to report the *reasons* of my failure to teach

to the Chief Superintendent; and in such case of failure to teach I hereby acknowledge a moral obligation to pay to the Chief Superintendent for the Board of Education the sum of $20 for each session I may have attended the Normal School.

(5) If in the judgment of the Faculty of Instructors the capacity, attainments, or progress of any Student-Teacher are not such as to warrant his or her longer attendance at the Provincial Normal School; or if in their judgment the manners, habits, temperament, sentiments, or character of any Student-Teacher are such as to unfit him or her to have the charge of children, it shall be the duty of the Principal to report such judgment to the Chief Superintendent, who, on being satisfied of its correctness, may require such Student-Teacher to withdraw from the Institution.

Regulation 39.— *The Course of Instruction:*

1. While the course of instruction shall embrace generally the branches of knowledge taught in the Schools of the Province, it shall be specially directed to the attainment on the part of Student-Teachers of a specific knowledge of School organization, School management, and method in teaching; and the Model departments shall be arranged and conducted so as to secure to the Student-Teachers facilities for observation and practice in respect of approved methods of teaching and conducting both graded and miscellaneous Schools.

In addition to the usual subjects taught in the Schools of the Province, instruction shall be given in Language and English Literature, Mathematics, Natural Science, Industrial Drawing, Music, Vocal Culture, Domestic Economy, Hygiene (including Physiology), Book-Keeping. Instruction shall be given in French as well as in English to Student-Teachers preparing to teach in French Districts.

2. At the close of each Session, or Term (as the case may be) the Instructor in Vocal Music shall, in respect of those under his instruction, report to the Principal the names of all who are qualified (1) to teach rote-singing in Schools, and (2) to teach both the practice and the theory of singing in Schools. The Principal shall report the classification of the Student-Teachers in Vocal Music to the Chief Superintendent, who shall attach, in each case, a certificate of the same to any License received by such Student-Teacher from the Board of Education.

Regulation 40.—*By-Laws of the Provincial Normal School:* The Principal shall acquaint the student-teachers early in each session of the following By-Laws, and a copy of them shall be conspicuously posted in the Principal's class-room:

1. The Normal department shall be in operation six hours every week-day during the session, except Saturdays, proclaimed holidays, and the days at Christmas which intervene between the Friday next preceding the week in which Christmas falls and the first teaching day in January (*i. e.*, other day than Saturday, Sunday, or New Year's day).

2. It shall be the privilege of the Principal, or of any Instructor designated by him, to open and close the daily sittings of the School by reading a portion

of Scripture and by prayer. No Student-Teacher shall be required to attend these exercises who shall, by written application to the Principal, ask to be excused on conscientious grounds.

3. The School Roll shall be called twice a day, and the daily attendance recorded as provided in the Register prescribed for the Schools throughout the Province. The Student-Teachers shall be regular and punctual in their attendance at the School, and shall, in case of absence, report in writing the cause thereof to the Principal.

4. The Student-Teachers shall pay fitting respect to the Instructors, and manifest a becoming courtesy towards each other, and both within and without the Institution carefully maintain a deportment befitting their future profession as educators of the young.

5. The Student-Teachers shall exercise all possible care in respect of the buildings, furniture, apparatus, and premises, and special damage caused by any Student-Teacher shall be repaired at his expense.

6. Any Student-Teacher showing disrespect to an Instructor, or discourtesy to his fellows, shall be admonished and censured by the Principal, and if persistent in such offence, such Student-Teacher shall be dismissed. Any Student-Teacher known to be guilty of gross immorality shall be summarily expelled.

7. Each Instructor shall keep a class-book, in which he shall record all absences from class and failures in deportment. Any Student-Teacher leaving a class during its sitting shall, in the discretion of the Instructor, be marked as absent. The estimates of the Student-Teachers' exercise in strictly professional subjects shall be recorded daily, and when estimates in these subjects are made by different Instructors, or by Teachers in the Model departments, they shall be reported for entry in one and the same class-book.

8. Each Instructor shall make, on the first Monday of every month, a written report to the Principal in respect of the attainments of each Student-Teacher in the work of the course in his department, including also absences from class and failures in deportment. At the close of each Session there shall be public exercises in connection with the work of the School.

9. The Principal shall keep and preserve at the Institution an Official Register in which shall be recorded, in parts of 100, the standing of each Student-Teacher with respect to (1) attendance (including in one entry punctuality and regularity at both roll-call and class-exercises), (2) deportment, (3) scholarship, (4) (*a*) professional knowledge and (*b*) professional skill. The classification of Student-Teachers in vocal music shall also be duly entered by the Principal in the Official Register at the close of the Session, or Term (as the case may be).

10. The Principal shall early in each Session particularly acquaint the Student-Teachers with the following details by which their professional classification and standing at the Institution is to be determined:

(1) Except in case of sickness, duly certified by a medical man (when allowance therefor may be made in the discretion of the Principal), punctual attendance at roll-call and on class exercises (taken together) below 75 for the full session, or deportment below 75, shall disqualify a student-teacher for classification.

(2) An average of scholarship (including the estimate of professional knowledge) less than 80 for the full session shall disqualify for class SUPERIOR; less than 65, for class GOOD; less than 50, for class FAIR.

(3) The professional standing in each of the three classes, *Fair*, *Good*, and *Superior*, shall embrace in respect of each student-teacher the estimates of the following:

Professional Knowledge.—(*a*) Recitation in professional class-work; (*b*) written exercises in professional subjects; and (*c*) written examinations in professional class-work.

Professional Skill.—(*a*) The regular practice in the Model departments; (*b*) special practice in either the Normal or Model departments, or in both; and (*c*) criticism on the observed practice of fellow student-teachers.

Professional Standing.—The average for the session of the estimates recorded in the Official Register of Professional Knowledge and Skill, increased by 10 per cent. of the excess above 75 of the sessional standing in attendance, deportment, and average of scholarship and professional knowledge, shall be recorded as the professional standing of each student-teacher. The provisions of section 10 (1) and (2) being observed, those having a final average of 35 and less than 50 shall be classed as possessed of FAIR professional ability and skill; 50 and less than 75, GOOD; 75 and upwards, SUPERIOR. This classification shall be expressed in both figures and words, and shall be recited in any license obtained from the Board of Education under the provisions of REG. 30.

11. At the close of each Session and each Term of the French Department the Principal shall report to the Chief Superintendent, for the information of the Board of Education, all matters of importance relative to the working of the Institution; and in such report he shall specify the professional standing at the Institution of each Student-Teacher, and also the classification of the Student-Teachers in vocal music, required by REG.

12. The Student-Teachers shall lodge and board at such houses only as may be approved by the Principal.

Of School Inspection.

REFERENCES TO THE LAW.—The Chief Superintendent to have the general direction of the Inspectors, sec. 9 (1), who are to aid him in carrying out a uniform system of education by giving effect to the provisions of the Law and the Regulations of the Board of Education, sec. 10 (3).

General duties and powers of Inspectors with respect to—

Convening the first Annual School Meeting in any District, sec. 48.

Convening subsequent meetings in case of want of proper parties or of neglect of Trustees, sec. 49.

Calling general or special meetings when ordered by the Board of Education or the Chief Superintendent, sec. 57.

Appointing a Trustee on failure or neglect, after written request from the Inspector, to perform duties or exercise powers, sec. 67.

Appointing Trustees and an Auditor, sec. 10 (4).

Reporting to Chief Superintendent on Estimate of Trustees, sec. 44.

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Promoting educational efficiency by aiding Trustees and Teachers, sec. 10 (2).

Sanctioning School-House sites selected by Trustees, sec. 72 (4).

Authorizing a Trustee to sell to the District land or buildings, sec. 72 (4).

Requiring, in his discretion, Trustees to exempt from District tax, in whole or in part, residents having children between five and twenty years of age, and living more than two miles from the School, sec. 35.

Examining and deciding (subject to an appeal to the Chief Superintendent) complaints of irregularity of assessment or other proceedings authorized by a School meeting, sec. 99.

Sanctioning the personal expenses incurred in the execution of their trust by Trustees, sec. 23.

Deciding on lawfulness of expenditure of Trustees on appeal of the School meeting from the decision of the Auditor, sec. 85.

Ascertaining and reporting annually what Districts require special aid, secs. 10 (5), 46.

Requiring a Trustee, Secretary of Trustees, or other person, improperly withholding property from the Board of Trustees to hand over the same, etc., sec. 100.

Inspectors appointed by the Board of Education.

Visitation of Schools, sec. 10 (1).

Regulation 41.—The Board of Education prescribes that each Inspector shall make a formal visitation of each Ungraded School within his Inspectoral District once during each Term; and of each Grammar, Superior, or Graded School once during the School year. The Inspectors shall ascertain what subjects are taught in each School, shall examine on such subjects as they deem advisable, requiring on the part of the pupil an intelligent acquaintance therewith, shall observe the methods of the Teacher, the tone and discipline of the School, and give such counsel to the Teacher as they deem necessary. In addition to the specific duties assigned to Inspectors by Law, and by any existing Regulation, it shall be the duty of each Inspector:

1. *School Documents.*—To supply Boards of Trustees and Teachers with such forms and documents as the Chief Superintendent may from time to time direct.

2. *Boundaries of School Districts* (See Reg. 1).—To report to the Chief Superintendent from time to time, for the consideration of the Board of Education, necessary changes in the boundaries of any School District, or boundaries for new Districts, and to keep on file a complete record of the boundaries of all School Districts within his Inspectoral District.

3. *Inspection.*—(1) *A District without a School.*—If the District has no School in operation under the law, the Inspector shall at his visitation formally confer with the Board of Trustees (if any) and the people, enquire into the educational condition and needs of the District, and use his best endeavors to secure as early as practicable School privileges for all, as contemplated by law. He shall assure himself of the validity and class of the Teacher's License, the regularity of the Teacher's Agreement, and that the Register is carefully and properly kept. He shall, except in Cities and Incorporated Towns, examine the records of the Board of Trustees, when he deems it necessary, to see that they are properly kept and entered in a Minute Book. He shall see that the supply of corporate seals is sufficient, and that they are properly used; that blank forms, Registration and Returns, are supplied. He shall enter in the Register the date and length of his visit. He shall note the condition of the School-house and premises, and see that the School is in all respects maintained and controlled in conformity with the provisions of the Law and the Regulations of the Board of Education.

4. *Extension of School Hours.*—If, in performing the duties connected with the inspection of any School or Department, the Inspector shall deem it necessary to extend for the day the regular School hours, it shall be compe-

tent for him to do so; and it shall also, for purposes of inspection, be competent for him, on occasion, to require any School, other than one in a city or town, to be in session one-half or the whole of Saturday, and such half day or day shall be regarded as teaching time, the attendance being duly entered on the Register by the Teacher. Nothing herein shall authorize the Inspector to detain the pupils of a School or Department after the expiry of the School hours when the inspection is not previously in progress, or to begin the inspection of a School on the afternoon of Saturday.

5. *Report to the Trustees.* — The Inspector shall make, when he deems it necessary, or when required by the Chief Superintendent or by a Trustee, a report to the Board of School Trustees respecting the results of his inspection, both as regards the management of the School, School accommodation, appliances and premises. Should the Inspector's suggestions in respect of any of these points be disregarded, he shall report the matter to the Chief Superintendent, with such recommendation as he may deem proper.

6. *Public Addresses.* — In addition to any special meetings that may be required from time to time, the Inspector shall address the people as frequently as practicable during his tour of visitation (appointments being notified in advance, and the expenses of house accommodation for the same being defrayed by the people of the locality), urging the importance of sustaining efficient and permanent Schools, pointing out the provisions of the Law and the steps to be taken to secure its fullest advantages, the requirements respecting School accommodation and appliances, the means necessary to insure the regular support and proper conduct of Schools, the necessity of the regular attendance of pupils at Schools, the importance of the Trusteeship, the value of well qualified Teachers, and the obligation resting upon every community to co-operate with Trustees and Teachers in discharging the duties assigned to them by our School system.

7. *Institutes.* — As a member of the Committee of Management of the County Teachers' Institutes convening within his Inspectoral District, it shall be the duty of the Inspector to assist the Committee, to attend the meetings of each Institute, as far as practicable, and to promote the attainments, in the highest degree, of its objects, as specified by regulation. If the Institute is inefficiently conducted, or any object alien to that contemplated by the Board of Education is entertained at its meetings, it shall be his duty to report the same to the Chief Superintendent. It shall also be his duty to attend the annual sessions of the Educational Institute whenever practicable.

8. *Reports to the Chief Superintendent.* — On the first week-day of each month the Inspector shall transmit to the Chief Superintendent, in such form as he may direct, a report of the Districts, Schools and Departments visited during the previous month. He shall also forward, within fifteen days after the close of each year, a general report indicating the educational condition of his Inspectoral District, which report shall, in whole or in part, in the discretion of the Chief Superintendent, be incorporated in the Education Report. Any suggestion the Inspector may desire to offer with a view to the improvement of the School system shall be communicated to the Chief Superintendent in a special report.

Regulation 42.—*Uniform Certification of Candidates for Inspectorships:* All candidates for the office of Inspector of Schools shall have taught for a period of at least three years, and shall have obtained a license of the Grammar School class in accordance with the foregoing Regulations.

Of the Chief Superintendent.

REFERENCES TO THE ACT.—To have, subject to the Board of Education, the general supervision and direction of the Inspectors and Schools, sec. 9 (1).

To enforce the provisions of the Law, and the Regulations and decisions of the Board of Education, sec. 9 (2).

To apportion the County School Fund in accordance with the provisions of the Law, withholding the same, and all Provincial aid, from Districts presenting a false or insufficient return, and dealing with forfeited balances as directed by the Board of Education, sec. 9 (3).

To furnish the Inspectors with the numbers and boundaries of the Districts within the respective Counties, and from time to time, as new Districts are created, or boundaries altered, to furnish such new boundaries, sec. 9 (4).

To cause copies of the Law, with Regulations of the Board of Education, together with all necessary forms and instructions, to be published and furnished gratuitously to Inspectors, Trustees, and Teachers, sec. 9 (5).

To prepare annually a Report upon the Schools subject to his supervision, accompanied with full statistical Tables and detailed Accounts of the expenditures of the moneys appropriated under the Law, and offer suggestions on educational subjects: which Report shall be laid before the Legislature within ten days after the opening of the next succeeding session thereof, sec. 9 (6).

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[s., *section*; p., *page*; Reg., *Regulation*; Rem., *Remark*.]

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